



**MANDURAH
BAPTIST COLLEGE**

BE STRONG & COURAGEOUS

STAFF CODE OF CONDUCT

1. INTRODUCTION

Mandurah Baptist College's mission is "through excellence in Christian-based education, to develop life-ready students who reflect the character of Jesus Christ". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as faith, relationships, growth, excellence and integrity.

- Through **faith** we are committed to becoming more like Christ in all we do.
- Through **growth** we are committed to continuously learning, improving, innovating and striving to know and reach our potential.
- Through **relationships** we are committed to each other, caring for and protecting the college community.
- **Excellence** honours our calling and we are therefore committed to best practice and creating value for the college community.
- Living with **integrity**, we are committed to knowing and doing what is right and behaving in a way that sets an example for the community around us.

The Staff Code of Conduct supports those values by outlining standards of behaviour expected of all staff employed by the College. By accepting employment with the College, staff must agree to and comply with this Code. It promotes positive work and professional practices, whereby staff are required to:

- conduct themselves, both personally and professionally, in a manner that upholds the ethos, values and reputation of the College;
- act in accordance with College policies and procedures at all times;
- act ethically and responsibly; and
- be accountable for their actions and decisions.

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

The Code requires high standards of conduct for ensuring the safety and wellbeing of all our students. As a child safe organisation, we are committed to keeping students safe from all forms of harm. The Code therefore also provides guidance on maintaining professional boundaries by providing examples of appropriate and inappropriate behaviour towards students. It is not intended to be detailed or to provide exhaustive lists of what to do in every aspect of your work or interaction.

2. REPORTING CONCERNS OR BREACHES

The College is committed to supporting staff who report concerns about the conduct of others.

Staff are required to report objectively observable behaviour, that is not permitted by the Code, other than those subject to mandatory reporting obligations, to the Principal. If the behaviour is by the Principal, then it should be reported to the Board Chair.

When observing behaviour not permitted by the Code, staff must act to prioritise the best interests of students and take actions promptly to ensure their safety.

The College will protect any person reporting concerns, breaches or suspected breaches of the Code from victimisation or other adverse consequences if their report was made in good faith.

Retribution by any person will be considered improper conduct which may result in disciplinary action, suspension or conclusion of their engagement with the College.

3. BREACH OF CODE OF CONDUCT

As a member of staff, 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.

If you are aware that such a report has been made regarding yourself, 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 will be dealt with as a disciplinary matter.

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 staff member has committed the breach more than once
- iv. the risk the breach poses to staff, 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.

Nothing in this Code should be taken to limit the circumstances in which the College may take further action as result of the conduct or behaviour of staff.

Please be aware that inappropriate or improper conduct outside the work environment or outside of normal working hours may still be regarded as misconduct and may bring your professionalism into question. Staff 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.

4. GUIDANCE ON HOW TO COMPLY

Staff are responsible for their own actions and must avoid any conduct which is not in line with the expected standards of behaviour. Staff could ask the following when considering their actions and to assist with the application of the Code:

- Am I doing the right thing?
- How might this action be perceived by others?
- Am I treating this student differently to others?
- Is this interaction about meeting the needs of the student or my own needs?
- Would I do or say this if a colleague were present?
- Would I condone my conduct if I observed it in another adult?
- What guidance would the College give me in this situation?

5. STANDARDS OF BEHAVIOUR

5.1 Our Working Environment

The College is committed to providing a safe and satisfying working environment in which everyone is treated fairly and with respect.

Staff are expected to:

- act with care and diligence in fulfilling the requirements of their role
- act in a professional and respectful manner
- act in accordance with our values
- comply with any law or regulation and report to the Principal any possible violation of any law or regulations
- act in accordance with College policies and procedures at all times
- model honesty, integrity, care and courtesy in all relationships within the College
- always put the best interest of students first with their safety and wellbeing the centre of thought and actions (refer 5.2 and 5.3)
- take care of your own health and safety at the College and ensure that your activities do not place your own safety at risk or that of your colleagues, students or other persons that you may come into contact with at school or during a school-related activity
- take responsibility for and support decisions
- declare conflicts of interest and not be influenced, or appear to be influenced, by personal or family interests
- respect and take good care of College resources and equipment assigned to you or under your control
- work with staff cooperatively to achieve a consultative and collaborative workplace to achieve our shared goals
- manage conflict through honest mediation, always seeking resolution of the issue and reconciliation with others
- 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

Staff are **not** to:

- smoke on College grounds, or bring alcohol or illicit drugs onto the College grounds
- engage in any behaviour which involves harassing, bullying or discriminating against another person
- use information or authority derived from employment with the College for personal gain

5.2 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.

This 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

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

Staff are expected to:

- accept responsibility at all times during their work time for the care and safety of students
- actively supervise students when on duty, including before and after school, during recess and lunch
- take immediate action if a risk to students is noticed
- report any injuries or safety incidents to management using the appropriate reporting systems
- implement College policies and risk management strategies that help prepare and plan such educational activities such as excursions

Staff are **not** to:

- engage in any form of bullying or harassment or physical conduct that may cause harm or injury to a student
- engage in any form of discriminatory conduct with respect to a student
- comment to or about students on the basis of disability, gender, sexuality, cultural or racial stereotypes
- ignore or fail to appropriately respond to requests from students for medical or first aid attention

5.3 Student Safety and Wellbeing

The College is committed to being a child safe organisation and demonstrated its leadership and commitment to student safety and wellbeing through the implementation of the National Principles for Child Safe Organisations. The College provides a safe environment where students' rights, needs and interests are being met and where all students are protected from all forms of harm.

Staff are expected to:

- act in accordance with the College's student safety and wellbeing and child protection policies and procedures at all times
- behave respectfully, courteously and ethically towards students and their families and towards other staff
- listen and respond to the views and concerns of students, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well
- promote the human rights, safety and wellbeing of all our students
- demonstrate appropriate personal and professional boundaries (also refer to the TRBWA Teacher-Student Professional Boundaries resource)
- consider and respect the diverse backgrounds and needs of students
- create an environment that promotes and enables student participation and is welcoming, culturally safe and inclusive for all students and their families
- involve students in making decisions about activities, policies and processes that concern them wherever possible
- contribute, where appropriate, to College policies, discussions, learning and reviews about student safety and wellbeing
- identify and mitigate risks to students' safety and wellbeing as required by the College's risk management strategies and processes

- respond to any concerns or complaints of student harm or abuse promptly and in line with the College's policy and procedure for receiving and responding to concerns or complaints
- report all suspected or disclosed student harm or abuse as required by the College's policies and procedures on internal and external reporting
- comply with the College's protocols on communicating with students
- comply with the College's policies and procedures on recordkeeping and information sharing

Staff are **not** to:

- engage in any unlawful activity with or in relation to a student
- engage in any activity that is likely to physically, sexually or emotionally harm a student
- unlawfully discriminate against any student or their family members
- arrange activities or meetings alone with a student that are not within College guidelines
- arrange personal contact, including online contact, with students you are working with for a purpose unrelated to College activities
- disclose personal or sensitive information about a student, including images of a student, unless the student and their parent/guardian consent or unless you are required to do so by the College's policy and procedure on reporting
- use inappropriate language in the presence of students, or show or provide students with access to inappropriate images or material
- work with students while under the influence of alcohol or prohibited drugs
- ignore or disregard any suspected or disclosed student harm or abuse

5.4 Excellence in Teaching

As a professional teacher it is expected that you will provide quality teaching appropriate for your students, recognising the diversity of learners in your care and make 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 other carers of your students and respond appropriately and promptly to any concerns they have.

Staff are expected to:

- deliver high quality teaching to students
- provide teaching and learning programs that meet the curriculum standards and requirements
- be well prepared and manage the learning and care of the students in your care
- provide an appropriate range of learning strategies to meet all students' needs
- implement strategies negotiated and outlined in individual student management plans
- perform other duties and responsibilities efficiently and effectively
- maintain a safe classroom environment
- deal with student behaviour in ways which are consistent with the College's policies and procedures, but which also demonstrate a care for the student's immediate and long-term wellbeing
- treat all students fairly and consistently
- be aware of cultural norms that may influence interpretation of your behaviour towards students
- value reflective practice to enable professional growth and development

Staff are **not** to:

- show favouritism, bias or prejudice in your dealing with students
- publicly discipline or humiliate a student as punishment or as an example to other students
- throw objects at a student to get their attention
- leave a class unattended or dismiss students early from a lesson so that they are unsupervised
- exclude students from a lesson or activity, then leaving them unsupervised in corridors or classrooms

5.5 Contact with Parents

Staff are expected to:

- keep parents informed of issues related to their children, and to seek parent advice about their children
- inform the Principal and other leaders of issues which may potentially require their intervention
- respond promptly and appropriately to queries from parents/guardians, students and colleagues
- initiate contact promptly and appropriately in response to a student's academic or behavioural progress
- ensure that all formal correspondence on behalf of the College are approved by the appropriate member of staff
- maintain appropriate records including recording details on SEQTA in line with the College's records management practices

5.6 Promotion of the College

Staff are expected to:

- actively and openly support the College's mission, values and culture at all times when representing the College
- attend formal and informal College events and functions; spiritual, academic, sporting and social
- promote the College in a positive manner when dealing with students, parents, and members of the wider community
- ensure that your actions outside the College do not reflect on you in a way which brings the College into disrepute
- there are times when decisions are made that may not suit every person. It is appropriate to discuss these with 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

5.7 Dress Standards

Staff are expected to:

- present a professional image at all times. Staff model standards for students through their attire
- maintain modest, suitable standards with regards to their dress with requirements for staff similar to that expected of students

5.8 Use of digital technology

Staff are expected to:

- model appropriate use of telephones to set the standard that you would expect from your students
- use College devices, systems and applications appropriately
- accept responsibility for your own personal property. Any personal items such as mobile telephones are your responsibility

Staff are **not** 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 College, unless calling for assistance during an emergency
- use the College's devices, systems and applications to access inappropriate websites, or communicate inappropriately through emails or any other format

5.9 Use of Social Media

Staff are expected to:

- ensure that the content of your own digital spaces, does not reflect on you in a way which brings the College into disrepute
- make it clear that any views expressed are your own and not those of the College (if it is clear who you work for)
- respect the privacy of staff, students, parents/guardians or any person associated with the College
- maintain a professional distance from students and parents/guardians on social media networks, including 12 months after students leave the College

Staff are **not** to:

- use the College's systems to access social media channels, unless the access is for teaching, pastoral care or educational purposes
- either during or after hours, under any circumstances, denigrate or speak adversely about the College or other schools, College matters or activities, staff, students, parents or other members of the college community through social media channels
- use the College's logo or other intellectual property on your own digital spaces
- invite students to join your personal social networks or accept student invitation to join theirs
- post images that include students on social media channels
- post images that include staff on social media channels unless you have obtained their permission first

5.10 Privacy

Staff are expected to:

- respect the privacy of others
- report all breaches or suspected privacy or data breaches to the Principal
- use or disclose sensitive and personal information of students for the purpose for which it was collected, or with the student or parent/guardian's consent, or to deal with a serious and imminent threat (e.g. life-threatening or major accident), or where authorised or required by another law (e.g. mandatory reporting)

- take reasonable steps to protect data from loss, unauthorised access, use, modification, or disclosure

Staff are **not** to:

- photograph or film students or staff without appropriate consent or authority
- access or modify personal information on family, friends or colleagues without appropriate authority

5.11 Confidentiality

Staff are expected to:

- observe confidentiality in respect of all information gained through your employment and participation in College activities
- ensure that matters regarding staff issues, student behaviour and similar are treated with respect and confidentiality
- only use confidential information in the ordinary course of your employment

Staff are **not** to:

- disclose to any person, provider or school any information coming into your knowledge or possession, relating to the College's affairs, which could reasonably be considered confidential
- make known to any unauthorised person the names, addresses or other personal information of any staff, student, parent/guardian or affiliate of the College
- use confidential information for personal benefit

5.12 Contact with the Board

Staff are expected to:

- refrain from 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 Board Chair.

Version Control:

Version	Date Published	Action	Detail
1	08/12/2016	Created	Approved by Principals
1.2	13/02/2017	Updated	Minor wording changes
1.3	14/03/2017	Updated	Following Board review and approval, minor wording changes to page 1 of the Guidelines.
1.4	19/01/2018	Updated	Font and style guide changes. Minor wording changes.
1.5	29/01/2020	Updated	Updated Code with new College values
2	21/09/2020	Rewrite	Comprehensive changes to meet Registration Standards and Child Safe Organisations Example Code of Conduct