



**MANDURAH
BAPTIST COLLEGE**

BE STRONG & COURAGEOUS

STAFF CODE OF CONDUCT

1. INTRODUCTION

Mandurah Baptist College's mission is to provide an excellent education in a Christian context, developing life ready students who reflect the character of Jesus. 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, *Faith, Relationships, Growth, Excellence and Integrity*:

- **Faith** - We are committed to becoming more like Christ in all we do.
- **Growth** - We are committed to continuously learning, improving, innovating and striving to know and reach our potential.
- **Relationships** - We are committed to each other, caring for and protecting the College Community.
- **Excellence** - Excellence honours our calling and we are therefore committed to best practice and creating value for the College Community.
- **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 mission, 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. The College is committed to being a child safe organisation and 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 situation or interaction.

2. REPORTING CONCERNS OR BREACHES

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

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.

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 positive working environment in which everyone is treated fairly and with respect.

You are expected to:

- act with care and diligence in fulfilling the requirements of your role
- act in a professional and respectful manner
- act in accordance with our values
- comply with any law or regulation and report possible breaches to the Principal
- 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)
- take care of your own health and safety at the College and ensure that your activities do not place your own health and safety at risk or that of others 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

You are **not** to:

- smoke or vape 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 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.

The College forbids the use of any form of child abuse, corporal punishment or other form of degrading punishment.

You are expected to:

- act in accordance with the College's student safety and wellbeing and child protection policies and procedures at all times

- accept responsibility at all times during your work time for the safety and wellbeing 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
- provide medical assistance (if competent to do so) or seek assistance from a first aid trained person to aid a student who is injured or becomes sick at school
- report any incidents or accidents using the online Incident/Accident Report Form as soon as practical, but within 24 hours
- 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
- demonstrate appropriate personal and professional boundaries (also refer to the TRBWA Teacher-Student Professional Boundaries resource)
- consider and respect the diversity of cultures, beliefs, experiences, abilities and backgrounds of students and their families
- 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, policies 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 and their families
- comply with the College's policies and procedures on recordkeeping and information sharing

You are **not** to:

- 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
- 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
- use inappropriate language in the presence of students, or show or share with students inappropriate images or material
- comment to or about individual students on the basis of disability, gender, sexuality, cultural or racial stereotypes
- work with students while under the influence of alcohol or illicit drugs
- ignore or disregard any suspected or disclosed student harm or abuse
- ignore or fail to appropriately respond to requests from students for medical or first aid attention

5.3 Delivery of Education

The College mission sets excellence as the standard in the delivery of education. We are committed to providing an excellent education in terms of curriculum, pedagogy, assessment and reporting, and organisation to enable all students to thrive, progress and achieve to their potential and beyond.

We aim to provide a comprehensive curriculum which will cater for the individual needs of all students fostering a desire for learning and excellence. Within this framework, students will be encouraged to develop:

- A love for learning and striving to their maximum potential.
- Application of life skills and knowledge utilising personal talents.
- Self-discipline
- Respect for self and others
- A personal awareness of God and the application of biblical principles

You 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 and positive 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

You 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

5.4 Contact with Parents/Guardians

You 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, concerns or complaints from parents / guardians and students
- 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 policy and practices

5.5 Promotion of the College

You are expected to:

- actively and openly support the College's mission, values and culture at all times when representing the College
- attend compulsory College events and functions
- promote the College in a positive manner when dealing with students, parents/guardians, 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

5.6 Dress Standards

You are expected to:

- maintain modest, suitable standards with regards to your attire with requirements for staff similar to that expected of students
- dress appropriately, modelling professional standards for students

5.7 Use of digital technology

You are expected to:

- model appropriate use of devices and technology 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 phones and personal devices are your responsibility

You are **not** to:

- receive, make or take part in phone conversations 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/guardians 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

5.8 Use of Social Media

You 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
- respect the privacy of staff, students, parents/guardians or any person associated with the College
- maintain a professional distance from students on social media networks, including 12 months after students leave the College

You are **not** to:

- use the College's systems to access social media channels, unless the access is for teaching, student 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 your personal social media networks
- post images that include staff on your personal social media networks unless you have obtained their permission first

5.9 Privacy

You 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 serious 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

You 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
- 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

5.10 Confidentiality

You 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

You 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

5.11 Contact with the Board

You 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
3	25/07/2022	Reviewed	Reviewed and updated.