

Staff Code of Conduct

CONTEXT

As a Catholic boys boarding College in the Jesuit tradition, Saint Ignatius' College Riverview seeks to promote the spiritual, academic, social, physical and experiential growth of members of the community.

The educational program at the College is dedicated to the integral formation of the human person. It aims to enable all to reach their full potential, immersed in an environment that aspires to Human Excellence and the promotion of a faith that does justice.

The purpose of the College policies and procedures is to provide a framework which ensures that the safety, individual care (*cura personalis*) and wellbeing of each person is paramount.

PRINCIPLES

Staff who are appointed to Saint Ignatius' College Riverview, whether in a part-time, casual, contract or permanent position are required to:

- / Respect the teachings and values of the Catholic Church
- / Support the philosophy, spirituality and pedagogical style of the Society of Jesus, and conduct themselves in a way which is consistent with these ideals
- / Acknowledge the requirements of the Australian Province of the Society of Jesus Code of Conduct
- / Be aspirational and strive for excellence in all aspects of their professional life
- / Contribute to an educational environment based upon inclusiveness, safety and scholarship
- / Acknowledge their responsibility to develop professionally to best serve the students of the College
- / Uphold the legal requirements associated with Child Protection, Workplace Health and Safety (WHS), Duty of Care, Privacy and other statutory requirements as they relate to employment and child safeguarding
- / Place the safety and welfare of the student above all other professional/organisation responsibilities in attitude, behaviour and practice
- / Support and observe all policies as they relate to Saint Ignatius' College Riverview, and

- / Uphold a code of high professional standards consistent with the tradition of the College.

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 an employee.

Expectations of Employees

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

If uncertain about the scope or content of a policy associated with compliance, staff should seek clarification from the Principal or their supervisor.

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

As a College employee, staff are expected to:

- / perform their duties to the best of their ability and be accountable for their performance
- / follow reasonable instructions given by supervisors or their delegates
- / comply with lawful directions
- / contribute to creating and maintaining a culture where a student's rights and safety are prioritised
- / carry out their duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve knowledge and skills, including participation in relevant professional development
- / act honestly and in good faith in fulfilling their duties
- / be courteous and responsive in dealing with their colleagues, students, parents and members of the public
- / act on obligations in reporting concerns for a child's safety and wellbeing, sharing information appropriately and keeping satisfactory records

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| | <ul style="list-style-type: none"> / work collaboratively with colleagues, and / ensure that conduct, whether during or outside working hours, is consistent with the ethos of the College and does not damage the reputation of the College. |
| <p>Staff and the Code of Conduct</p> | <p>This Code applies to all employees of the College whether employed on a permanent, temporary or casual basis.</p> <p>By accepting employment with the College, staff must be aware of and comply with this Code.</p> <p>Therefore, staff are required to:</p> <ul style="list-style-type: none"> / conduct oneself, both personally and professionally in a manner that upholds the ethos and reputation of the College; / comply with the College's policies and procedures; / act ethically and responsibly; and / be accountable for actions and decisions. |
| <p>Contractors, Consultants and Volunteers</p> | <p>Contractors, consultants and volunteers working with the College must be aware of this Code and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in this Code may result in the engagement of a contractor, consultant or volunteer being terminated.</p> <p>If engaging or managing external consultants, contractors or volunteers, it is the responsibility of staff to make them aware of the College's expectations of conduct during the period of their engagement.</p> |
| <p>Staff Breaches</p> | <p>As College employees staff hold a position of trust and are accountable for their actions.</p> <p>The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.</p> |

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| | <p>All staff should report possible breaches by colleagues to their supervisor or the Principal. If the possible breach is by their supervisor, then it should be reported to the Principal.</p> <p>Factors the College may consider when deciding what action to take may include:</p> <ul style="list-style-type: none"> / the seriousness of the breach; / the likelihood of the breach occurring again; / whether the employee has committed the breach more than once; / the risk the breach poses to employees, students or any others; / the risk the breach poses to the reputation of the College; and / whether the breach would be serious enough to warrant formal disciplinary action. <p>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 of employment. The College will reserve the right to determine in its entirety the response to any breach of this Code.</p> |
| <p>Required reporting</p> | <p>As College employees, all staff are required to report certain information to the college.</p> <p>All staff are required to inform the Principal if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). Staff must also inform the Principal if they become the subject of an Apprehended Violence Order.</p> <p>If, through employment with the College, staff become aware of a serious crime committed by another staff member, they are required to report it to the Principal, who may be required to inform the police.</p> <p>All staff must report to the Principal:</p> <ul style="list-style-type: none"> / any concerns that they may have about the safety, welfare and wellbeing of a child or young person; |

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| | <ul style="list-style-type: none"> / any concerns they may have about the inappropriate actions of any other staff member, contractor or volunteer that involves children or young people; / any concerns they may have about any staff member, contractor or volunteer engaging in 'reportable conduct' or any 'reportable allegation'; and / if they become aware that a staff member, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'; and / if they become the subject of reportable allegations whether it relates to their employment in the College, or not; and / if they become the subject to an interim bar or a bar by the Office of the Children's Guardian, or if they become a disqualified person from working or volunteering with children. <p>All staff should refer to the Child Safeguarding Policy for further information about these obligations.</p> <p>Please note that teachers and some other employees (refer to definitions at the end of this document for further details) have mandatory reporting obligations under the Children and Young Persons (Care and Protection) Act 1998 (NSW) where they have reasonable grounds to suspect a child under the age of 16 years is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child. Staff should refer to the Child Safeguarding Policy for further information about these obligations.</p> |
| <p>Respect for People</p> | <p>The College expects employees to treat each other with respect and courtesy.</p> <p>Our daily interaction with others reflects on the College's reputation. Therefore, all employees are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.</p> |

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

Similarly, it is important for all staff to treat other staff members, contractors, 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 other staff members, contractors, students and parents is unacceptable. All staff 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.

Employees must not discriminate against, or harass for any unlawful reason, or bully for any reason any staff member, contractor, student or parent. Staff obligations in this regard, including the list of unlawful reasons, are set out in the College's Staff Bullying, Harassment and Discrimination Policy.

Unlawful harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977 or federal discrimination legislation. Bullying may be a breach of staff obligations under work health and safety legislation or duty of care at common law.

All staff should ensure that they are aware of the College's Staff Bullying, Harassment and Discrimination Policy. If a staff member believes they are being unlawfully harassed or discriminated against or bullied:

- / where the staff member feels comfortable ask the person to stop or make it clear that their behaviour is offensive or unwelcome. It may be useful for the staff member to speak with their supervisor or Department Head in the first instance to seek guidance on how to do this; and/or
- / raise the issue as a grievance in accordance with the College's Staff Bullying, Harassment and Discrimination Policy as soon as possible after the incident(s) have occurred.

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| | <p>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.</p> <p>If an employee lies about or exaggerates a complaint, the College will view this as a very serious matter which may result in disciplinary action or dismissal.</p> |
| <p>Duty of Care and Work Health and Safety</p> | <p>As a College employee, 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.</p> <p>The duty encompasses a wide range of matters, including (but not limited to):</p> <ul style="list-style-type: none"> / the provision of adequate supervision / ensuring grounds, premises and equipment are safe for students' use / implementing strategies to prevent bullying from occurring at the 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 the College. |
| <p>Duty of Care</p> | <p>As a College employee, 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.</p> <p>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</p> |

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| <p>Work Health and Safety</p> | <p>As a College employee, staff have a responsibility under work health and safety legislation to take care of their own health and safety at work. It is also their responsibility to ensure that their activities do not place at risk the health and safety of co-workers, students or other persons they may encounter at work.</p> <p>Considerations of safety relate to both physical and psychological wellbeing of individuals.</p> <p>All staff should ensure that they are aware of the College's Work Healthy and Safety Statement, and the College Hazard Identification and Incident Reporting Policy.</p> |
| <p>Supervision of Students</p> | <p>All staff should be familiar with the College's Supervision Policy.</p> <p>All staff should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.</p> <p>All staff should be familiar with and comply with the College's evacuation and lockdown procedures.</p> <p>Students should not be left unsupervised either within or outside of class. Staff should be punctual to class and allocated supervision.</p> <p>Staff should remain with students at after College activities until all students have been collected. In the event that a student is not collected you should remain with the student until they are collected or seek advice from your supervisor.</p> <p>For Saturday sport, the supervisor of each team is to ensure that all students have an identified means of returning home, or in the case of Boarding students, returning to the Boarding House.</p> <p>Playground supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. Staff members should actively supervise their designated area, being vigilant and constantly moving around.</p> <p>All staff should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate</p> |

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| | <p>staff member. Additional detail about student bullying is set out in the Student Bullying, Harassment and Discrimination Policy.</p> <p>Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required contact the College Health Centre on 9882 8262 or 0418 405 629. In an emergency or should a student require urgent medical care call 000 immediately.</p> <p>All staff should ensure that they understand and comply with the College's policy regarding the storage and administration of prescribed medication to students.</p> |
| <p>Professional Relationships Between Employees and Students</p> | <p>College employees are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. All staff must actively seek to prevent harm to children and young people, and to support those who have been harmed.</p> <p>While not all employees are required to manage and supervise students, it is important for all College employees to understand and observe the College's child safeguarding policies.</p> |
| <p>Appropriate Interaction with Students</p> | <p>Situations where a staff member is alone in an enclosed space with a student should be avoided. Where a staff member is left with the responsibility of a single student, they 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 their supervisor and/or the Principal.</p> <p>Staff should never drive a student in their car unless they have specific permission from their supervisor and/or the Principal to do so. In the event of an emergency, they should exercise discretion but then report the matter to their supervisor.</p> <p>If a staff member wishes to conduct a private conversation with a student, they should consider the time and venue carefully to avoid placing themselves in a vulnerable situation. It is preferable to leave the door open. The staff member should not locate themselves between the student and the door.</p> <p>When confiscating prohibited personal items, the staff member should ask the student to hand them over. Only take items</p> |

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| | <p>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.</p> |
| <p>Physical Contact with Students</p> | <p>Staff must never impose physical punishment on a student in the course of their professional duties.</p> <p>When physical contact with a student is a necessary part of the teaching/learning experience staff must exercise caution to ensure that the contact is appropriate and acceptable. Staff should seek reassurance from the student by asking for a volunteer if necessary, to demonstrate a particular activity.</p> <p>For students with a disability the management of toileting needs should be included in the student's individual management plan.</p> <p>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. Touching of students such as “bum taps” or the kissing of students is not acceptable in any circumstances.</p> <p>Assessing a student who is injured or ill may necessitate touching the student. A staff member must always advise the student of what their intended action is and seek their consent.</p> <p>Sometimes in ensuring duty of care staff may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy must be in keeping with the College's behaviour management practices or individual student management plans. Staff should report and document any such incidents.</p> |
| <p>Relationships with Students</p> | <p>Staff must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. Staff are reminded of:</p> <ul style="list-style-type: none"> / the law prohibiting sexual relations with a person under the age of consent (16 years); and |

- / the law prohibiting sexual relations between a teacher and a student at their College who is under the age of 18 years.

Staff 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) whom staff are responsible for teaching, tutoring, advising, assessing, or for whom staff provide pastoral or welfare support raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment and is a breach of this policy; 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.

If a staff member considers that a student is being overly familiar, seeking to establish a personal relationship with them or has developed a 'crush' on them, they should report any concerns to their supervisor and/or the Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.

At all times when speaking with students, care must be taken to use appropriate language. Staff must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.

Staff may, as part of their pastoral care role, engage in discussion with students. This is entirely appropriate. However, staff must be cautious about making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. Staff must not hold conversations with a student of an intimately personal nature where you disclose information about yourself.

Staff must not:

- / invite students to their home;
- / visit students at their home; or
- / attend parties or socialise with students,

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| | <p>unless the staff member has the express permission from the Principal and the student parents or care giver.</p> <p>Staff must not engage in tutoring or coaching students from the College without the express permission of the Principal.</p> <p>Staff must not invite students to join their personal electronic social networking site/s or accept students' invitations to join their social networking sites.</p> <p>Staff must not give gifts to students. Staff should also carefully consider their position before accepting any gift from a student.</p> <p>Wherever practical, staff 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.</p> <p>Staff should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.</p> |
| <p>Child Safeguarding</p> | <p>Staff must be aware of and comply with the College's Child Safeguarding Policy.</p> <p>Staff must report to the Principal any concerns they may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any 'reportable allegation' that has been made to you; this includes self-disclosure, if the allegation involves yourself.</p> <p>Broadly, 'reportable conduct' means:</p> <ul style="list-style-type: none"> / a sexual offence, / sexual misconduct, / an assault against a child, / ill-treatment of a child, / neglect of a child, |

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| | <ul style="list-style-type: none"> / an offence under section 43B (failure to protect) or section 316A (failure to report) of the Crimes Act 1900, and / behaviour that causes significant emotional or psychological harm to a child. <p>whether or not the child consents.</p> <p>Reportable Conduct does not extend to:</p> <ul style="list-style-type: none"> / conduct that is reasonable for the purposes of the discipline, 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 / the use of physical force that, in all the circumstances, is trivial or negligible and the circumstances in which it was used have been investigated and the result of the investigation has been recorded in accordance with appropriate procedures; or / conduct of a class or kind exempted from being reportable conduct by the Children's Guardian Act, 2019 under section 30. <p>For further information about 'reportable conduct' see the College's Child Safeguarding Policy.</p> <p>The requirements outlined in relation to the above sections: 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.</p> |
| <p>The Working with Children Check</p> | <p>The Working with Children Check is a prerequisite for paid and unpaid child-related work. Under Part 2, section 6 of the Child Protection (Working with Children) Act 2012, child-related work is defined as work in a specific child-related role or face-to-face contact with children in a child-related sector.</p> <p>All staff must have a Working with Children Check clearance which will be valid for a period of five years. Staff are responsible for renewing their Working with Children Check every five years.</p> |

Appropriate Use of Electronic Communication and Social Networking Sites

The College provides electronic communication facilities for its students and employees 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.

All staff must comply with the College's Acceptable Use of Technology Policy. This includes:

- / exercising good judgment when using electronic mail, following the principles of ethical behaviour;
- / using appropriate and professional language in electronic mail messages;
- / being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;
- / not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
- / not inviting students into their personal social networking site or accept an invitation to theirs;
- / not using social networking sites to email or contact students;
- / remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- / reporting any situations where they become aware of the inappropriate use of electronic communication and social networking sites.

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

- / sexually related or pornographic messages or material;
 - / violent or hate-related messages or material;
 - / racist or other offensive messages aimed at a particular group or individual;
 - / malicious, libelous or slanderous messages or material;
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| | <p>/ subversive or other messages or material related to illegal activities.</p> <p>Staff must comply with the College's Safe Use of Images Policy which outlines how images of staff and students can be captured, stored and shared using College resources.</p> |
| <p>Professional Online Networks (LinkedIn, Education Networks or similar)</p> | <p>The College makes the distinction between online social networking sites and professional online networking sites. A professional network is a service that is focused on interactions of a business nature and does not include personal or non-business interactions. Staff may use professional online networks to establish and maintain professional contacts for the purposes of gaining resources and opportunities for the advancement of their profession.</p> <p>As part of the careers pathway for Year 12 students, they are assisted to create a LinkedIn profile and will connect with the Advancement Office LinkedIn account for the purposes of establishing connections with alumni.</p> <p>Staff are permitted to connect with graduating students on professional networking sites in the year after graduation. Any communication with a student of the College using the private chat function on LinkedIn will be considered to be a breach of professional boundaries. Any concerns with respect to this should be reported to the Principal.</p> |
| <p>Encrypted Messaging Systems (WhatsApp, MS Teams, Slack)</p> | <p>Encrypted messaging systems can be used by staff groups for the purposes of expedient mobile communications. Encrypted messaging systems cannot be used with students. The only exception to this is Online ICT Support Chat, which uses an encrypted messaging system where all interactions are stored within the ICT Ticket system.</p> <p>It is recognized that expedient mobile communications are beneficial when interacting with students on identified excursions and immersions. Where this is required, staff and students are to use Microsoft Teams. All groups must be setup and configured by ICT. ICT must ensure that all communication on these platforms become part of their backup procedures.</p> |

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| <p>Standard of Dress</p> | <p>The College is an all-boys College with a formal dress code for students and it is appropriate that staff should dress no less formally than the students. While it is not practical to prescribe precise details of a dress code for staff, the College has established guidelines and principles to assist staff in matters relating to dress. Expectations are that clothing will conform to what is deemed appropriate professional attire and communicates a professional attitude to those whom we seek to serve.</p> <p>Staff should be appropriate role models in this matter, as they are in other areas of College life.</p> <p>The College's expectations of staff should be consistent with those of students who are required to dress in a formal manner, i.e., male staff are required to wear a shirt with a collar and a tie.</p> <p>Female staff should wear clothing of a similar formal manner.</p> <p>On formal College occasions male staff are required to wear a suit jacket or sports jacket in keeping with the level of formality of the event.</p> <p>The College recognises that there will be groups of staff for whom there are 'special circumstances' which need to be addressed separately. Such groups will include, but may not be limited to, the following; PDHPE staff and other staff who take sport, Agriculture staff, Laboratory assistants, grounds and maintenance staff, ICT support staff and other specialist teaching staff such as TAS staff when operating machinery.</p> <p>Smart casual attire may only be worn on staff-only days.</p> |
| <p>Inappropriate Attire</p> | <p>In relation to dress guidelines, the following would be deemed inappropriate professional attire:</p> <ul style="list-style-type: none"> / very short skirts, / low cut and/or skin-tight tops, / skirts with thigh-length slits, / tight pants, / exposed midriffs, |

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| | <ul style="list-style-type: none"> / sheer (see-through) tops, / casual jeans or tracksuits, / Sneakers, casual sandals, thongs, or similar (in the interest of occupational health and safety, appropriate footwear that mitigates against trips, falls and other types of injury should be worn). |
| <p>Use of Alcohol, Drugs and Tobacco</p> | <p>Staff are responsible for ensuring their capacity to perform their duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk the staff member or any other person's health and safety.</p> <p>College employees must:</p> <ul style="list-style-type: none"> / not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances; / not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work; / 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; / take action to resolve any alcohol or other drug-related problems that you have; and / consult with your supervisor or the Principal if you are concerned about working with other employees who may be affected by drugs or alcohol. |
| <p>Drugs</p> | <p>College employees must not:</p> <ul style="list-style-type: none"> / 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; / give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and / supply or administer prescription or non-prescription drugs to students unless authorised to do so. |

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| <p>Alcohol</p> | <p>College employees must not take alcohol to the College or consume it during College hours, or at any College function, at any time College students are present including those events conducted outside College premises unless expressly permitted to do so by the Principal. When seeking permission from the Principal staff will be required to outline the risk mitigation strategies to ensure responsible service of alcohol, appropriate supervision and any other factor related to the specific function e.g. - safe travel to and from the function.</p> <p>A College function is any occasion organised by the College and/or in the College's name, including dances, farewells, excursions, sporting fixtures and fund-raising events.</p> <p>Staff must not:</p> <ul style="list-style-type: none"> / purchase alcohol for, or give alcohol to, any College student (or to any other person under the age of 18 years); and / encourage or condone the use of alcohol by students of any age during educational activities. |
| <p>Smoking</p> | <p>The College has a no smoking policy.</p> <p>Staff 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.</p> <p>Staff must not purchase tobacco or tobacco products for any College student or give them tobacco or tobacco products.</p> |
| <p>Identifying and Managing Conflicts of Interest</p> | <p>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.</p> <p>As a College employee, a staff member must not act in conflict with the College's best interests. A conflict of interests can involve:</p> <ul style="list-style-type: none"> / pecuniary interests ie., financial gain or loss or other material benefits; |

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| | <ul style="list-style-type: none"> / non-pecuniary interests ie. favours, personal relationships and associations. <p>It may not only be about a staff member's own interests. It may include:</p> <ul style="list-style-type: none"> / the interests of members of your immediate family or relatives (where these interests are known); / the interests of your own business partners or associates, or those of your workplace; or / the interests of your friends. <p>When faced with a situation in which conflict of interests may be present, staff should report any potential or real conflict to their supervisor or the Principal.</p> <p>Staff should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.</p> <p>Entering into a sexual or romantic relationship with another staff member or a parent or member of the College community may be a conflict of interest and should be raised with the Principal so that appropriate measures can be implemented to manage the conflict, if possible.</p> |
| <p>Declaring Gifts, Benefits and Bribes</p> | <p>College employees may at times be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful.</p> <p>Staff are expected to exercise sound judgment when deciding whether to accept a gift or benefit.</p> <p>If a staff member is offered a bribe (ie. anything given in order to persuade the staff member to act improperly) the staff member must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal.</p> <p>Accepting gifts and other benefits has the potential to compromise a staff members position by creating a sense of obligation and undermining their impartiality. It may also affect the reputation of the College and its staff. Staff must not create</p> |

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| | <p>the impression that any person or organisation is influencing the College or the decisions or actions of any of its employees.</p> <p>If a staff member is offered a gift or benefit, they 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 (\$50) must not become personal property. They should either politely refuse it or advise the contributor that you will accept it on behalf of the College.</p> <p>When such a gift is accepted, they must advise the Principal who 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.</p> <p>Sometimes employees might, in the course of their work, win a prize of significant monetary value eg. a computer, from another organisation. Prizes are usually considered the property of the College. If a staff member wins a prize, they must advise their supervisor or the Principal who will determine how the prize should be treated and recorded.</p> |
| <p>Communication and Protecting Confidential Information</p> | <p>Staff should be mindful of confidentiality when in discussions with parents. Staff cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.</p> <p>Staff should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Principal in the context of grievance resolution.</p> <p>Staff should not disclose personal information about students or parents to other students or parents for any reason.</p> <p>All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the College community, the media or the general public.</p> <p>The media should not be given access to students or allowed entry to the College without the express permission of the Principal. Staff should not make any comments to the media about the College nor share any internal communication from the</p> |

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| | <p>College with the media, students or parents without the express permission of the Principal.</p> |
| Confidential Information | <p>College employees must only ever use confidential information for the work-related purpose it was intended.</p> <p>Unless authorised to do so by legislation, staff must not disclose or use any confidential information without the express permission of the Principal.</p> <p>All staff must make sure that confidential information, in any form, cannot be accessed by unauthorised people.</p> |
| Privacy | <p>Sensitive and personal information should only be provided to people, either within or outside the College, who are authorised to have access to it.</p> <p>Staff should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other College employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the College's work because of their expertise.</p> |
| Record Keeping | <p>All employees have a responsibility:</p> <ul style="list-style-type: none"> / to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and / to capture or store records in the College's record systems. <p>Staff must not destroy or remove records without appropriate authority.</p> <p>Supervisors have a responsibility to ensure that the employees reporting to them comply with their records management obligations.</p> <p>Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that</p> |

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| | <p>is consistent with relevant policy and the requirements of the College.</p> <p>Employees must maintain the confidentiality of all official information and documents which are not publicly available, or which have not been published.</p> |
| <p>Copyright and Intellectual Property</p> | <p>When creating material, staff 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.</p> <p>Advice relating to sharing or licensing the College's intellectual property should be sought from the Principal.</p> <p>The College cannot give away or assign its intellectual property without the approval of the Principal.</p> <p>If a staff member develop material that relates to their employment with the College, the copyright in that material will belong to the College. This may apply even if the material was developed in their own time or at home.</p> <p>Staff should not use the College's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.</p> |

| Accountabilities | |
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| Responsible Officer | Deputy Principal Staff |
| Contact Officer | Dean of Staff |
| Supporting Information | |
| Relevant Legislation | <p>This Policy supports the College's compliance with the following legislation and instruments:</p> <ul style="list-style-type: none"> / Anti-Discrimination Act 1977 / Australian Education Act 2013 / Child Protection (Prohibited Employment) Act 1998 / Children and Young Persons (Care and Protection) Act 1998 / Community Relations Commission and Principles of Multiculturalism Act 2000 / Crimes Act 1900 / Fair Work Act 2009 / Independent Commission Against Corruption Act 1988 / Workplace Relations Act 1996 / Work Health and Safety Act 2011 / Privacy and Personal Information Protection Act 1998 |
| Relevant College Policies | <p>The following policies of the College must be considered in relation to:</p> <ul style="list-style-type: none"> / Child Safeguarding Policy and Procedures / Complaints Handling Policy / Hazard Identification and Incident Reporting Policy / Safe Use of Images Policy / Staff Acceptable Use of Technology Policy / Staff Bullying, Harassment and Discrimination Policy / Staff Discipline and Termination Policy / Supervision Policy / Work Health and Safety Statement |

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| Related Procedures | Nil |
| Superseded Documents | Nil |

Definitions and Acronyms

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| Children's Services | <p>Either or both of the following (subject to the regulations):</p> <ul style="list-style-type: none"> / an education and care service within the meaning of the Children (Education and Care Services) National Law (NSW); / (b) a State regulated education and care service within the meaning of the Children (Education and Care Services) Supplementary Provisions Act 2011. |
| Mandatory Reporter | <p>As stated in Sections 23 and 27 of the Children and Young Persons (Care and Protection) Act 1998 (NSW) a mandatory reporter includes:</p> <ul style="list-style-type: none"> / a person who, in the course of his or her professional work, or other paid employment, delivers health care, welfare, education, children's services, residential services or law enforcement, wholly or partly, to children. / a person who holds a management position in an organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of health care, welfare, education, children's services, residential services or law enforcement, wholly or partly, to children. / a person in religious ministry, or a person providing religion-based activities to children. / a registered psychologist providing a professional service as a psychologist. |

Revision History

| Version | Approved by | Approval date | Effective date | Sections modified |
|---------|--------------------|---------------|-----------------|--|
| 3.1 | Chief Risk Officer | | 30 January 2023 | <ul style="list-style-type: none"> • addition of child safety related points pp. 1-2 |
| 3.0 | Compliance Officer | | 16 January 2023 | <ul style="list-style-type: none"> • replaced references to 'child protection' to reflect National Child Safe Standards |

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| | | | | <ul style="list-style-type: none"> removed reference to Medication Policy (p.9) |
| 2.0 | Compliance Officer | | 15 January 2021 | |