



Staff Code of Conduct 2019

Preamble

Mount St Benedict College is committed to be a welcoming community which offers respect and acceptance to all its members. It is committed to the highest standards of conduct for all staff. The College strives to nurture relationships of mutual respect, encouraging trust and gentleness in working together and reconciling conflict. Staff are expected to provide and model skills for the development of lifelong harmonious relationships.

These goals are central to ensuring the College can evolve and grow through this rapidly transforming era in education. To help us achieve these goals we need staff who are passionate about learning, students and being part of a Catholic community. Our employee's behaviours and actions are guided by our Values. We must concentrate not only on achieving results for our students but also on how we do our work. This Code of Conduct outlines our employee's responsibilities as a representative of the College and the common expectations the College holds for its employees.

Mount St Benedict College is committed to:

- acting in the best interests of our students, parents and colleagues
- meeting the highest standards of behaviour and appearance
- complying with the law and with College policies
- protecting College assets, information and reputation
- providing a respectful, friendly and safe workplace
- providing an educational experience that operates with integrity, fairness, truth and honesty

The Staff Code of Conduct requires all staff to act with integrity and in line with the College values at all times - at work, when representing the College and outside working hours.

During their employment staff often must make personal and ethical decisions. This policy is intended to provide an ethical framework to guide actions and to highlight requirements of staff, so that staff are aware of College expectations.

The College is committed to the principles outlined by the National Committee for Professional Standards, in *Integrity in Ministry: A Document of Principles and Standards for Catholic Clergy and Religious in Australia* (2004).

Policy Statement

It is Mount St Benedict's policy to ensure the safety and welfare of students and staff. Mount St Benedict College is committed to keeping staff informed about professional practice and measures to take to avoid:

- Criminal conviction
- Becoming a barred person in relation to child related employment or
- Disciplinary actions or dismissal

Mount St Benedict College will allocate appropriate resources to develop, implement, maintain and improve this Code of Conduct.

Mount St Benedict College will ensure that all staff have access to this Code of Conduct during induction and at regular intervals or when revised, so that they are aware of their obligations under this Code and to ensure that staff maintain appropriate professional boundaries at all times with students.

Breaches of this Code of Conduct may give rise to disciplinary procedures. These disciplinary procedures are the responsibility of the Principal.

Compliance obligations will be assessed against the legislation that governs this Code of Conduct. This Code will be reviewed regularly.

Scope

This Code of Conduct applies to all employees of the College, including permanent, temporary and casual staff. Contractors, consultants and volunteers will also be made aware of the obligations under this Code so that their behaviour, while they are on site, does not conflict with that expected of staff.

Relevant Legislation

Children and Young Persons (Care and Protection) Act 1998 (NSW)
Ombudsman Amendment (Child Protection and Community Services) Act 1998
Commission for Children and Young People Act 1998 (NSW)
Child Protection (Prohibited Employment) Act 1998 (NSW)
Child Protection Legislation Amendment Act 2002
Children Legislation Amendment (Wood Inquiry Recommendations) 2009 (NSW)
Child Protection (Working with Children) Act 2012
Child Protection (Working with Children) Regulation 2013
Classification Enforcement Act 1995 (NSW)
Crimes Act 1900
Crime Amendment (Child Pornography) Act 2004
Criminal Code Act 1995 (Com)
Education Act 1990
Anti-Discrimination Act 1977
Age Discrimination Act 2004
Disability Discrimination Act 1992
Racial Discrimination Act 1975
Sex Discrimination Act 1984
Australian Human Rights Commission Act 1986
Mandatory Reporter Guide 2009 (NSW)
NSW Work Health and Safety Act 2011
NSW Work Health and Safety Regulation 2012
NSW Privacy and Personal Information Protection Act 1998
Health Records and Information Privacy Act 2002

Relevant College Policies

College Communication Policy
College Privacy Policy
External Communication Guideline
Internal Communication Guideline
Staff ICT Acceptable Use Policy
Social Media Policy
Student Management Policy
Pastoral Care Policy for Students

Objectives

This policy will work towards the achievement of the following objectives:

- to promote interaction between members of the College community in ways that respect the individuality and dignity of the individual
- to ensure the safety and welfare of staff and students
- to develop appropriate conflict resolution procedures
- to maintain appropriate professional boundaries between staff and students
- to ensure policies and practices are just for all
- to assist staff in making wise judgements in their interactions with other members of the College community
- to ensure that the rights of staff under common and statute law are protected
- to provide an open and secure working and learning environment where staff and students can express themselves without fear of ridicule or repercussions

Principles & Procedures

1. General

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

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

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

Therefore, you must:

- a. Conduct yourself, both personally and professionally, in a manner that upholds the ethos and reputation of the College
- b. Comply with the College's policies and procedures
- c. Act ethically and responsibly and
- d. Be accountable for your actions and decisions

2. The Legislative Context

Everyone who is concerned in a professional capacity with the care and protection of children needs to have a clear understanding of the essential elements of the law as it applies to the care and protection of children.

As a worker, you have responsibilities under the:

- Work Health Safety Act: to take all reasonable measures to protect the health and safety of yourself and others. This includes protecting others from abuse through bullying and harassment
- Crimes Act not to view, show/display, send, give, copy or sell pornography of anyone under the age of 18 (or material classified as X18+, RC or R18+)
- Education Act to teach to the curriculum; provide a safe and supportive environment for learning and to keep accurate and up to date attendance and academic records
- Various Anti-Discrimination Acts: to treat others with respect and to not discriminate against a person on grounds of age, gender, marital status, race etc.
- Privacy Act and Health Records Act: to protect the privacy of others and
- Copyright Act: to protect the intellectual property of others and not infringe copyright

3. Duty of Care and Legal Liability

As a College employee you have a duty of care to students in your charge to take reasonable steps to protect students from risk of harm that can be reasonably predicted. The standard of care needs to be commensurate with the maturity and self-reliance of the student. The risks of any activity must be assessed and managed before the activity is undertaken. Employees can be deemed legally liable if they have been negligent in relation to their responsibilities under the legislation as it pertains to the care and protection of children. A person owes a duty not to injure another as a result of his or her own negligent act or omission. The duty does not usually extend to the taking of steps to prevent injury where one has not caused or contributed to the risk giving rise to the injury. There exists, however, special duty relationships between some members of our society which give rise to more onerous duties of care. The relationship between teacher and pupil is one of these.

The general law of negligence provides that a person may be negligent if:

- S/he owes a duty of care to the person injured, that is, the standard judged reasonable in all of the circumstances
- S/he did not carry out that duty to the legal standard required
- The person suffered damage as a result of the failure to observe the duty of care

With regard to care and protection the following general principles apply:

- Employees must take reasonable care to ensure that students are not harmed. They have a duty to protect students against foreseeable risks of personal injury or harm
- The standard of care is that of a reasonably prudent parent. The degree of care depends on such factors as the age of the students
- The class teachers' duty of care includes their responsibility to mark the class roll accurately every lesson.
- There must be an efficient system of supervision in operation in the College

- Students out of class for any extended time should have a note in their College planner, or if the student doesn't have a planner, on a piece of paper signed by the teacher. Students are not required to take the planner to the toilet with them, however students should be encouraged to go to the toilet during break times rather than in class time. No teacher should deny a student a toilet break if requested.

Duty of care applies while the students are under the care of the College and includes all activities and functions conducted or arranged by the College. This applies equally to College-based activities and out of College activities. The same duty of care applies to employees who volunteer their services to the College. No excursion or variation can be conducted without following the College's procedures for excursions including the production of a risk management plan. If the activity arrives back to school outside office hours (e.g. after a concert), the supervising staff member should wait until the student is picked up, a staff member can discharge their duty of care responsibilities by asking a colleague who is on site to supervise a student in their place e.g. if someone is in the office working, they could mind a student until the parent arrives to collect her.

Any student requiring first aid or medical attention of anything above a minor injury or illness must be escorted to student services either by a member of staff or a suitable responsible student.

Sometimes in ensuring duty of care, you may be required to restrain a student from harming herself or others using reasonable force. Any such strategy must be in keeping with the College's behaviour management strategies (as written in the Student Management Policy or in Individual Student Management Plans (IEPs). All such incidents must be documented and reported using the College's Incident Reporting procedures.

Employees should be familiar with and adhere strictly to the College's evacuation, lockdown and lockout procedures.

Employees should abide by the College's WHS, Child Protection and Anti-Bullying and Anti-Harassment Policy Policies.

Employees are required to follow good standards and approved practice. An example of good standards or approved practice would be compliance with the College's Code of Conduct.

The Principal and employees are to comply with the policies of Mount St Benedict College which reflect the legislation that Mount St Benedict College must comply with. Where there is conflict between the legislation and a College Policy, the legislation will prevail.

4. General Guidelines

The College is committed to the achievement of the highest standards of education in which the security, protection and comfort of students is a high priority. The following guidelines are to be adopted for the care and protection of students and staff.

5. General Responsibilities

- Employees must be aware of and effectively implement policies, procedures and programs for Child Protection, Student Welfare, Work Health and Safety, Emergency Evacuation, Lockdown and Lockout, Student Management Policy, Bullying and Harassment, Privacy and others that are available on the College Intranet. If you are uncertain about the scope or content of a policy or procedure, you should seek clarification with your supervisor or the Deputy Principal.
- Employees must participate in training and updates related to mandatory legislation compliance.
- The College must design, implement, participate in and monitor effective systems of supervision of students.
- Employees should 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, you are expected to:

- Perform your duties to the best of your ability and be accountable for your performance
- Follow reasonable instructions given by your supervisor or their delegate
- Comply with lawful directions
- Carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development
- Act honestly and in good faith in fulfilling your duties

- Be courteous and responsive in dealing with your colleagues, students, parents and members of the public
- Work collaboratively with your colleagues and
- Ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the College and does not damage the reputation of the College

6. Supervision of Students

Employees must take all reasonable care to ensure that no student is exposed to any unnecessary risk of injury. Employees are to remember that they are “in loco parentis” - the standard of care required is that of a skilled professional and the degree of supervision needs to be commensurate with a student’s maturity and ability.

Students in Years 7 to 10 should be supervised and not be left unsupervised during class. Employees are reminded of their duty of care obligations in this regard. Employees should be punctual to class and allocated supervision. No student should be allowed to leave or be sent from a class for any reason without the permission of the teacher (including discipline) and then only for purposes such as for personal hygiene, to visit the sick bay when requiring attention for minor injuries or illness, for educational purposes such as visiting the IRC or ICT. In extreme cases, students can be sent to the appropriate member of the Leadership Team, Head of Department or Head of House. In all cases, students are to be signed out of and back into class by means of the Student Planner or with a note stating the date and time. The class teacher should inform the staff member receiving the student in an email or by telephoning from the classroom.

Staff must not drive students in any vehicle without the express written permission of the student’s parents and knowledge of the Principal (or her delegate). Ideally staff should not be alone in a vehicle with a student.

7. Professional Behaviour and Presentation

The College will protect the right of staff to confidentiality regarding their private and personal life.

- All staff have a responsibility to foster professionalism within an atmosphere conducive to appropriate behaviour and mutual respect in the workplace.
- Staff are to conduct themselves in a manner which will promote cooperation and harmonious relations among colleagues
- Unlawful or unprofessional conduct which damages the reputation of the College, may result in disciplinary action by the College, this includes comments made in a private or public capacity (verbal, written, online)
- Staff are to treat members of the public, their colleagues, students and parents with respect, fairness and consistency. Staff are to be courteous and sensitive to the needs of others and provide necessary and appropriate assistance where practicable. Staff are expected to use appropriate and respectful language at all times, swearing in the presence of students is not appropriate.
- Staff are to ensure that personal electronic devices are not used in student- or parent-facing environments, except when it is for the benefit of our community. Personal electronic devices include, but are not limited to, mobile phones/smart phones, iPads, iPods and smart watches.
- Consultative decision-making practices should be used, and decisions should be conveyed promptly to appropriate people
- Decisions involving individuals should be made according to principles of procedural fairness.
- All students are to be treated equitably
- Teaching staff in particular have a responsibility to ensure that students gain the knowledge and skills they require to become effective learners and responsible citizens. This includes, but is not limited to:
 - devising and supporting effective learning programs and evaluation mechanisms
 - meeting the individual learning needs of students
 - undertaking appropriate ongoing professional development to promote competency in curriculum development, delivery and evaluation, classroom management and teaching skills
- When representing the College and dealing with members of the public, staff should identify themselves and be wearing their College name badge

Staff Dress:

Dress, personal appearance and hygiene are important elements of professional presentation. As a general guide, the appearance and dress of Staff should be in accordance with the standards appropriate to their duties and the people with whom they are dealing. Staff must dress to suit the age and maturity of the students in the Colleges care. Wearing thongs, singlets, revealing clothes, or clothes with offensive slogans are examples of inappropriate dress in the College environment.

Each staff member:

- Must come to school clean, tidy and maintaining personal hygiene and grooming
- Must wear their name badge or carry the College identity card when on College premises
- Must ensure that all undergarments are covered at all times
- If male, must wear a neck tie and collared shirt
- Must have no visible body piercing, including tongue and nose piercings (other than earrings)
- Must ensure tattoos are fully covered whenever students are on College premises, during term time and when in the presence of students offsite
- Must keep jewellery to an acceptable level reflecting business standard (in some instances there are additional department requirements relating to the wearing of jewellery e.g. when working in a hazardous area)
- Must not wear shorts, unless they are a physical education teacher or are participating in an approved College activity, such as sport or field work
- Must not wear t-shirts or jeans, unless participating in an approved School activity, such as a camp or retreat
- Must not wear thongs, casual shorts or very short shorts, singlets or bare midriffs while engaged in work representing the College or participating in any approved College activity
- Must wear footwear that has a strap around the heel of shoes to ensure that the shoe will not slip off the foot
- Must wear flat, closed-in footwear in high risk environments such as TAS, Science, Visual Art and Maintenance. Employees should also be conscious of the hazards presented by ties, flowing and flammable garments in these environments. Protective coats/aprons are recommended to reduce risk from hazards in these environments. High heel shoes are not to be worn in practical learning environments
- May only wear athletic shoes in the following circumstances:
 - If they are physical education teachers
 - When they are on the playground
 - When other shoes are inappropriate or may be hazardous (for example, on field trips, camps, retreats and during physical education)

Except where the Deputy Principal, Dean of Staff has granted an exemption for a specific activity or a Staff member's individual needs.

8. Accountability

- Staff should comply with lawful directions given by their supervisors. Staff have the right to question any instruction which they think may be unlawful or unethical in a respectful and courteous manner with their supervisor, should they remain concerned about a supervisor's direction, they should address their concern to a member of the College Leadership Team seeking guidance as to how to proceed.
- All staff have a responsibility to comply with legislation, College policy, procedures and this Code, and to perform their roles effectively
- Staff are required to familiarise themselves with information in the Staff Induction Handbooks and other information disseminated from time to time
- Serious breaches of this Code will be deemed misconduct and may lead to disciplinary action

9. Use of College Resources

- The College will ensure that staff have access to appropriate training in relation to technological and workplace changes
- In using College resources, staff should strive for efficiency
- Theft, misuse or misappropriation of resources is prohibited
- College facilities and/or equipment may only be used for private purposes with the approval of the Principal. Where the private use involves the removal of equipment from the workplace, a written record must be kept of the date and time of removal and the expected date of return
- Approval for private use will only be granted where it will not disrupt College business, equipment is not at risk of damage, loss or deterioration and the user meets the cost of consumables and the cost to the College should the equipment be lost, damaged or stolen
- Stationery, letterhead and official logos must not be used for anything other than official business
- Limited private use of communication devices such as telephones, fax machines, email and mobile phones is permitted provided it is infrequent, brief and does not interfere with the performance of duties

- Staff receiving inappropriate communications should notify the sender that the material is unacceptable to the College and they do not wish to receive it
- The College controls and manages all copyright created by staff during the course of College duties, including material developed during private time for use in College duties

10. Signatures and References

- Staff should review any document they are asked to sign. Staff should not sign any document which they know is not true and correct
- Staff must only sign their own name
- Staff should only use their own name when sending emails
- No staff member should be coerced into signing any document
- Staff are not to provide written personal references on College letterhead, nor use their title or position for this purpose. Should a staff member have an unusual circumstance where an exemption may be appropriate, staff should speak to the Principal or Deputy Principal.

11. Conflicts of Interest

- Conflicts of interest exist when it is likely that a staff member could be influenced or could be perceived to be influenced by a personal interest when performing their role
- Conflicts of interest may lead to biased decision making
- Some situations which may give rise to a conflict of interest include, but are not limited to:
 - Financial interests (of staff member, friend, family member)
 - Personal beliefs or attitudes not relevant to the situation
 - Personal relationships with other staff, applicants for positions, students or families
 - Dealings with a friend, relative or colleague who is also a student or parent
 - Private employment
 - Approval of expenditure
- Where a teacher has a daughter attending the College, staff should maintain appropriate professional boundaries when seeking information or reporting information in relation to the student. While carrying out their responsibilities at the College the parent's prime role is as staff member. They should not be approached nor approach others as a parent of a student except through the normally acceptable channels for parental contact
- As far as practicable, where a teacher has a daughter attending the College the following guidelines should apply:
 - Parents should not teach their own daughter(s)
 - Parents should not be involved in decisions regarding assessment tasks, marks, grades or appeals involving their own daughter(s)
 - Parents should not use information acquired during their professional role to advantage their daughter(s)
 - Parents should avoid entering conflict with other teachers of their daughter(s)
 - Where an issue arises between a daughter of a staff member and a teacher, the parent should seek advice from the Deputy Principal, Assistant Principals or the Principal regarding the appropriate way to resolve the issue
 - Parents should not share confidential information regarding the College with their daughter(s), other students or other parents
- Coaching of students from the College can be undertaken only with the approval of the Principal and then only if there is no alternative and the conflict of interest can be managed
- Regular employment outside the College requires the approval of the Principal, who must be notified in writing of the nature of the employment
- Staff are required to avoid conflicts of interest if possible, to disclose any perceived or actual conflict of interest to their supervisor or other relevant person, resolve or manage the conflict and document how the conflict was managed
- Where the conflict cannot be managed appropriately the matter is to be referred to the Principal

12. Gifts and Benefits

- The receipt of gifts and benefits can compromise staff

- Staff must not solicit or accept for themselves or another individual a gift or benefit that is intended to, or is likely to, or could be perceived to cause them to be biased in the course of their duties
- Staff may accept a personal gift of relatively insignificant monetary value (\$50 or less) of a type generally used for promotional purposes, or moderate acts of hospitality, if there is no cost to the College
- Gifts of value greater than \$50 must not become personal property. They should either be politely refused or become the property of the College and the donor advised accordingly. When the gift has been accepted, the staff member should refer the gift to the Principal for determination of how the gift will be treated
- Staff winning prizes during their work should notify the Principal who will determine how the prize will be treated
- Staff who are offered hospitality that is valued at more than \$50 may either refuse the offer, or if that is not feasible or appropriate, notify the Principal
- If a staff member is offered a bribe they must refuse it and immediately report the matter to the Principal.
- Staff should not offer gifts or benefits to public officials, private corporations
- When a staff member is offered a subsidy to attend a conference, seminar or promotional activity the Principal must be informed

13. Relationships with Students

- Staff are expected to always behave in ways which promote the safety, pastoral care and well-being of students and comply with the relevant policies around student management and behaviour
- Staff need to be aware of and comply with relevant Child Protection legislation and the College Child Protection Policy
- Staff must not have sexual relationships with any College student. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual, or condoned by parents or care-givers. The age of the student and/or staff member is also irrelevant
- Staff must not engage in sexual misconduct in relation to any student
- Staff must not engage in conduct that could assault a student
- Staff must not neglect students in their care
- Staff must not engage in unreasonable conduct that could cause psychological harm to a student
- Staff must not engage in electronic communication with students, including social media, except for educational purposes, consistent with College policy
- Any physical contact with students should be reasonable for discipline, management or care of the students. Examples include:
 - Assessing a student who is injured or ill
 - Giving appropriate first aid treatment
 - Comforting an upset child
 - Guiding a student in a non-threatening manner
 - Tapping a student on the shoulder to gain attention after verbal requests were unsuccessful
 - Protecting a student from imminent danger to herself or to others
 - Demonstrating or guiding a particular action or skill as part of drama or other activities within the lesson
- Physical contact should be appropriate to the age, maturity, health or other characteristics of the child
- Physical contact should be consistent with any specific behavioural management plan for specific children
- Physical intervention should be avoided and used only as a last resort to ensure safety and protection of students and employees. Physical intervention may be regarded as appropriate when a student is causing, or at risk of causing injury or harm to self or others
- The following behaviour management practices are not permitted:
 - The application of corporal punishment or physical force to punish or correct a student
 - Using an object such as a ruler, book or whiteboard marker to gain a student's attention in a hostile or inappropriate physical manner
 - Hitting or kicking a student
 - Holding or restraining a student other than to prevent injury or harm to the student or other students
 - Shaking or throwing a student
 - Pushing, pulling, shoving, grabbing, pinching or poking a student
 - Intimidating or swearing at a student
 - Humiliating a student
 - Criticising a student rather than a student's actions

- Locking a student in a confined space
- Refusing biological needs as a means of punishment
- Applying painful or noxious conditions
- Using practices which instil fear, or using fear to control a student
- Using practices which cause a student to feel alienated
- Exposing a student to material that contains violence, inappropriate sexual messages or adult concepts and themes that are inappropriate given the student's age and curriculum expectations
- Where a personal relationship (e.g. family friend) exists between a staff member and a student, the staff member must report the potential conflict of interest to the Principal
- Staff should maintain professional relationships with students that cannot be misinterpreted as a personal interest in the student
- Generally, staff should not attend social functions organised by a student or students. In cases where staff believe it may be appropriate to attend a student social function the Principal should be informed prior to the event
- Staff must not share their personal phone number or that of another staff member with students or parents. When attending a school excursion telephone contact is to be maintained by use of a college provided mobile phone, staff can divert this phone to their personal handset if they prefer to use their own phone. They must not give their private phone number to any student or parent, to do so is a breach of Professional Boundaries. For overseas excursions a single Australian phone number is to be provided to parents, and a staff member allocated to triage calls in Australia will then refer the issue to the staff member in-charge on the tour for action.

14. Drugs, Alcohol and Tobacco

- Staff experiencing difficulties with alcohol, legal or illegal drugs are encouraged to discuss the situation with the Principal or the College EAP
- Staff must not provide students or other staff with illegal drugs, nor should they encourage or condone the use of such drugs
- Staff must not consume, be under the influence of, or in possession of, alcohol or illegal drugs while on duty ("under the influence" means an obvious state of disturbance to one's physical and/or mental faculties that impairs the ability to carry out duties)
- Staff must not supply or administer medication or prescription drugs to students except in accordance with College guidelines
- Staff must not give or provide students with alcohol, nor encourage or condone the use of alcohol by students during College activities, except where prescribed by the curriculum
- Staff must not consume alcohol while they are responsible for the supervision of students
- During any College activity there will be staff who have duty of care of students must not consume alcohol
- Staff must not give or provide students with tobacco or tobacco products, nor encourage the use of tobacco by students
- Staff must not smoke or permit smoking in any College building, enclosed area, on College grounds or during College activities at any time.

15. Discrimination, Harassment and Workplace Safety

- All staff are required to take appropriate steps to ensure that the workplace is free from all forms of harassment and unlawful discrimination
- Staff should take steps to prevent harassment or unlawful discrimination against students, visitors and other people on College grounds, or others with whom contact is made during College activities
- Complaints about workplace harassment and discrimination will be dealt with in accordance with College policy
- Staff have an obligation to take steps to protect their own health and safety and that of colleagues, students and visitors
- Staff must identify and report hazards promptly and observe risk management, health and safety procedures

16. Information, Public Comment and Reputation

As a leader in girls' education, the College is monitored by other schools, media, community groups, regulators, current and prospective parents. The way in which our staff conduct themselves at work and the decisions employees make can have a direct impact on the College's reputation. Our aim is to always ensure that our impact is a positive one,

rather than a negative one. We strive to have a positive relationship with all our stakeholders and to help them to better understand our mission and vision. To ensure we communicate most effectively to our stakeholders, it is important that stakeholder enquiries are dealt with quickly and appropriately. Failure to follow these guidelines may result in disciplinary action, including termination of employment.

To ensure that you do not inadvertently risk the College's reputation, it is important that you do not:

- make statements or provide information to media
- provide information to politicians or government officials
- post inappropriate, false or malicious comments or materials online regarding the College, your workgroup and/or your colleagues
- reference the College negatively in any online social medium or public forum
- Staff must consult with the Principal before having any contact with the media

- Any written communication on College letterhead must be checked by a member of the leadership team before distribution
- Staff need to comply with the College Privacy Policy
- Staff must maintain the security of all official information and documents
- Material which identifies staff or students or confidential material which identifies the College should be shredded

Staff may only disclose information not normally provided to the community:

- If it is required as part of their duties
- If proper authority has been given to them to do so
- When required or authorised by law or
- When called to give evidence in court
- Staff must not make private use of official information
- Staff must ensure that information in any form cannot be accessed by unauthorised persons and that sensitive information is only discussed with persons authorised to access it
- Public comment should, wherever possible, be positive and supportive of colleagues and staff, and enhance the image of the College
- Where comment is made in a private capacity, staff must make it clear that their comments do not necessarily represent the official views of the College

17. Social Media

Just like our words and actions, messages and graphics in electronic form can be offensive to some people and contradict the mission and vision of the College.

Ensure that you:

- do not send racial, sexual, defamatory, threatening or obscene messages to any employee or anyone outside the College using your College email address or any College device
- do not download, retrieve, send or store inappropriate, sexually explicit or racist material using your College email address or on your College computer or other College electronic device
- do not instigate or distribute 'junk or chain' mail that can congest the network and inhibit the free flow of business information using your College email address or on your College computer or other College electronic device
- are not connected with (or 'friends' with) any student or parent of the College via any platform of Social Media. This extends beyond the student's time as a student until the student is 21 years old or has left the College for 3 years due to the fiduciary nature of the staff/student relationship and the maintenance of appropriate professional boundaries. Any variation to this requirement is to be negotiated with the Principal and approval sought in writing

More detail regarding Social Media can be sourced from the College Social Media Policy and the Employee ICT Acceptable Use Policy.

18. Reporting Suspected Wrongdoing

- Staff must report to the Principal any suspected risk of harm to students
- Staff must report to the Principal any behaviour which may constitute “reportable conduct” under the Ombudsman’s Act
- Staff are required by law to report serious crimes to the police
- Staff are encouraged to report to the Principal any forms of corrupt conduct, maladministration or serious and substantial waste
- Staff are required to report to the Principal any breach of this code of conduct
- Staff are required to report matters of child protection to the Principal as per staff members mandatory reporting obligations

19. Complaints about the Principal

Any complaints against the Principal should be made directly to the Chair of the Board

VERSION CONTROL

Version	Change	Author	Date
1	Creation of Policy	M. Pearson	Approx. 2005
2	Update of Policy	M. Fitzgerald	August 2015
3	Update of Policy including additional details on Social Media, Dress Standards	K. Keogh	March 2019
4	Adopted by Leadership Team		April 2019
5	Uploaded to Complisafe for implementation with staff		May 2019

*Approved by The College Leadership Team -May 2019
For Implementation – June 2019*