

Staff Code of Conduct Policy 2016

Aims

- A. The Code of Conduct outlines the standards of behaviour expected of all employees, contractors and volunteers of Kerry Street Community School.

Scope and Application

This policy is available on the school website and applies to:

- A. Employees
- B. Volunteers
- C. Contractors

The Code of conduct document will be supplied with the staff induction package at commencement of staff/volunteers employment.

Definitions

- A. **Breach** – A breach of the staff Code of Conduct occurs when a staff member:
 - 1. disobeys or disregards a lawful order;
 - 2. contravenes any section of the *School Education Act 1999* applicable to the employee;
 - 3. is negligent or careless in the performance of his or her functions;
 - 4. commits an act of misconduct.
- B. **Misconduct** -Examples of typical acts of misconduct that may result in disciplinary action are:
 - 1. Improper use of official information for personal gain;
 - 2. Unauthorised use of school property for private purposes;
 - 3. Abuses of privileges of employment;
 - 4. Violence in the workplace;
 - 5. Use of abusive, insulting or obscene language;
 - 6. Misconduct due to alcohol or substance abuse;
 - 7. Disregard for safety rules;
 - 8. Dishonesty, theft or misappropriation of money;
 - 9. Harassment or bullying
 - 10. Inappropriate use of Social Media
- C. **Serious misconduct** -

1. Conviction for an offence rendering the employee unfit for employment in a public sector organisation; and
2. Child maltreatment and/or child abuse.

Principles

- A.** The code of conduct places obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.
- B.** By accepting a contract of employment with the school, staff agree to comply with this Code.
- C.** Conduct that is not consistent with the conduct set out in the Staff Code of Conduct could result in the termination of a staff's employment. In the case of a contractor or volunteer, the contract or association could be terminated.
- D.** Kerry Street Community School reserves the right, at its sole discretion, to vary or cancel its Code at any time
- E.** Factors the School may consider when deciding what action to take may include:
 1. The seriousness of the breach
 2. The likelihood of the breach occurring again
 3. Whether the employee has committed the breach more than once
 4. The risk the breach poses to employees, students or any others
 5. Whether the breach would be serious enough to warrant formal disciplinary action.

Responsibilities

A. Council

1. Writing and updating this policy in consultation with relevant parties
2. In cases of Coordinator misconduct, the council will investigate. Depending on the findings and the nature of the breach, the council may terminate the Coordinator's employment

B. Coordinator

1. Coordinator to review code of conduct annually to reflect legislation and policy changes
2. Coordinator to ensure that Code of Conduct is adhered to by all staff and volunteers
3. Coordinator to investigate staff misconduct. Disciplinary action, including performance management, may be applied. In cases of serious misconduct, the Coordinator may terminate a staff member, contractor or volunteer's engagement or employment.
4. Report serious misconduct to Teacher's Registration Board of WA [TRBWA], Western Australian Police, Department of Child Protection and Family Support [DCPFS] as necessary.

C. Employees

1. Employee to agree to and sign Code of Conduct
2. Staff to report misconduct of colleagues to Coordinator
3. Staff to report Coordinator misconduct to Council president
4. Employees to inform the Coordinator if they are charged with or have been convicted of any criminal offences.
5. Employees to inform the Coordinator if they become the subject of a violence restraining order

D. Parents

1. Parents to report concerns of staff misconduct to the Coordinator

Related Legislation

- A. Teacher Registration Act 2012
- B. Teacher Registration (General) Regulations 2012
- C. School Education Act 1999
- D. Australian Professional Standards for Teachers
- E. Australian Professional Standards for Principals
- F. Corruption and Crime Commission Act 2003
- G. School Education Regulations 2000
- H. Working with Children (Criminal Record Checking) Act 2004
- I. Equal Opportunity Act 1984

Related Kerry Street Documentation

- A. Policies including:
 1. Staff code of conduct
 2. Employment and dismissal of staff Policy
 3. School Organisation chart
 4. Staff Performance Appraisal Policy
 5. Duty of Care Policy
 6. Child Protection Policy
 7. Bullying Policy
 8. Occupational Health and Safety Policy
 9. Emergency Procedures Policy
 10. Appropriate Relationships Policy
 11. Behaviour Guidance Policy

12. Physical Restraint Policy
13. Social Media Policy
14. Mobile phones, email, internet Policy
15. Records Policy
16. Complaints Management Policy
17. Excursions Policy
18. Transport in Private Vehicles Policy
19. Curriculum Policy
20. Curriculum Evaluation and Review of Student Learning policy and procedures
21. First Aid Policy
22. Administration of Medication Policy

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination of contract.

Attachments

- A. Staff Code of Conduct

Review and Authorisation

- A. Authorised September 2013
- B. Reviewed August 2016
- C. To be reviewed April 2018

Helen Sugars Duff

Staff Code of Conduct Policy – Attachment A

Staff/Volunteer Code of Conduct



Staff /Volunteer Code of Conduct

As a Kerry Street Community School employee, you are expected to:

Child Protection

- A. Comply with the Teacher Registration Act 2012, the Teacher Registration (General) Regulations 2012 and the School Education Act 1999.
- B. Maintain currency of Teacher's Registration, Police Clearance and Working With Children Check.
- C. Notify the School immediately and the Teacher's Registration Board of Western Australia [TRBWA] in writing within 14 days if they are issued with an interim negative notice or negative notice under the *Working with Children (Criminal Record Checking) Act 2004*.
- D. Notify the School immediately and TRBWA in writing within 30 days if you are or have been convicted of an offence, the statutory penalty for which is, or includes imprisonment (whether or not you are, or have, actually been imprisoned and whether or not the conviction is 'spent').
- E. Be aware of and comply with the School's Child Protection Policy with respect to mandatory reporting.
- F. Ensure interactions with students are, and are seen to be, professional at all times. Staff must not engage in behaviour that raises a reasonable suspicion that they have engaged in, or will engage in, sexual misconduct; or that the standards applying to the professional employee student relationship have or will be breached.
- G. Avoid the use of corporal punishment and physical force of any kind towards a student in the course of your professional duties.
- H. Only use physical restraint if you have completed PART training. Refer to *Use of Physical Restraint policy*.
- I. Be aware that the giving and receiving of gifts, giving extra attention, accepting a different standard of behaviour from a student or having 'special time' with a student must be appropriate and justified as a strategy to meet teaching and learning outcomes.
- J. Avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you 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 the Coordinator and the event recorded (Observation Record).

- K.** Avoid the use of personal mobile devices for taking images of students or the storage of such images.
- L.** Be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behavior.
- M.** Report any observations or suspected incidences of inappropriate relationships between staff/students to Coordinator (non-mandatory report). Refer to *Appropriate Relationships policy* for further guidelines and *Complaints policy*.

Duty of Care

- A.** Remain with students at after school activities until all students have been collected. In the event that a student is not collected you should remain with the student until collected, or seek advice from the Coordinator. Two employees should remain with the student.
- B.** Actively supervise playground spaces during break times; be vigilant and constantly move to ensure that all areas of the grounds are supervised.
- C.** Be alert to bullying or any other form of discriminatory behavior and report incidents to the Coordinator.
- D.** You must actively seek to prevent harm to students and support students who have been harmed.
- E.** Be aware of occupational health and safety legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not place at risk the health and safety of your co-workers, students or other persons that you may come into contact with at work.

Communication

- A.** Be courteous and responsive in dealing with your colleagues, students, parents and members of the public
- B.** Store and transmit information via communication and information networks and devices if you are authorised to do so and in accordance with relevant policy [*Email and Internet Use Policy*]. The School will not tolerate computers being used deliberately for sending, receiving, and/or copying inappropriate material.
- C.** Avoid inviting students to join your personal electronic social networking site or accepting students' invitations to join their social networking site.
- D.** Create a professional social media profile to interact with parents. Use professional discretion when selecting content and update with posts directly related to the education and care of students for any connections made that originate from school relationships.
- E.** If your social media connection with a parent originated prior to your employment, or you are a parent employed by the school, use professional discretion with regards to content posted. Refer to the *Employee Social Media Policy* for further direction regarding personal accounts.

- F.** Ensure that your mobile phone is either switched off or kept on silent. Receiving or making calls, sending text messages and internet use should occur before or after school and during break times, not during lesson times or when on duty unless sanctioned by the Coordinator.
- G.** Exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other School 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 School's work because of their expertise such as School psychologist and other allied health professionals.
- H.** Only disclose official information or documents as required by law or where proper authorisation is given.
- I.** Use confidential information for the work-related purpose it was intended, unless authorised to do otherwise by legislation.
- J.** Avoid imparting personal religious and political viewpoints within the school community.

Professionalism

- A.** Ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the School and does not damage the reputation of the School.
- B.** Treat others with respect, dignity, courtesy, honesty and fairness and with proper regard for their rights, safety and welfare;
- C.** Contribute to a workplace that is free of harassment, bullying or discrimination against colleagues, students or members of the public;
- D.** Ensure your personal appearance and presentation is clean, tidy and appropriate for the work role performed
- E.** Perform your duties to the best of your ability and be accountable for your performance
- F.** Follow reasonable instructions given by your supervisor or their delegate
- G.** Comply with lawful directions
- H.** 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
- I.** Work collaboratively with your colleagues
- J.** Be responsive to all reasonable requests of parents/guardians in relation to their child's education, and should encourage professional partnerships that create optimal learning environments and opportunities for students.
- K.** Avoid or take steps to resolve, any conflict of interest that arises between your private relationship with a student's parent/caregiver and the impartial performance of your work duties.
- L.** Act honestly and in good faith in fulfilling your duties
- M.** Ensure that there are no conflicts of interest in your work whether for pecuniary interests such as financial gain or loss or other material benefits; or non-pecuniary interests such as favours, personal relationships and associations. This applies also to family members.

- N.** Not attend work if you are under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances. The Coordinator must be informed if your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug. Consult the Coordinator if you are concerned about working with other employees who may be affected by drugs or alcohol.
- O.** Ensure decisions that adversely affect the rights or interests of others are procedurally fair, reasonable, honest, and impartial.
- P.** Disclose fraud, corruption, misconduct, official misconduct and maladministration to an appropriately authorised person.
- Q.** Ensure that all school resources are used for official purposes (or approved limited exceptions) and not wasted or used extravagantly.
- R.** Ensure that any claims for expense payments are made in accordance with policy and procedures, and only for costs incurred to conduct School business.
- S.** Utilise the Complaints Management process as described in the Complaints Management policy to raise concerns.
- T.** Read and abide by all School Policies.

I _____ have read, understood and agree to comply with the terms of this Code of Conduct.

Employee Signature

Dated

Coordinator Signature

Dated