



Code of Conduct – Personnel

(web version)

<p>Relevant Legislation / Related information</p>	<ul style="list-style-type: none"> • Registered and Accredited Individual Non-government Schools (NSW) Manual - September 2023 – B8.2 • Anti-Discrimination Act 1977 (NSW) • Australian Human Rights Commission Act 1986 (Cth) • Child Protection (Prohibited Employment Act 1998 (NSW) • Children and Young Persons (Care and Protection) Act 1998 (NSW) • Community Services (Complaints, Appeals and monitoring) Act 1993 (NSW) • Copyright Act 1968 (Cth) • Disability Discrimination Act 1992 (Cth) • Fair Work Act 2009 (Cth) • Freedom of Information Act 1989 (NSW) • Privacy Act 1998, Privacy Regulation 2013, and National Privacy Principles (Cth) • Racial Discrimination Act 1975 (Cth) • Sex Discrimination Act 1984 (Cth) • Children’s Guardian Act 2019 (NSW) • Work Health and Safety Act 2011 (Cth) • Work Health and Safety Regulations 2017 (NSW)
<p>Related documents (Including but not limited to)</p>	<ul style="list-style-type: none"> • Continuous improvement policy and procedure • Bullying and harassment (including sexual harassment) policy and procedure • Procurement procedure • Communications policy and procedure • Work health and safety policy and procedures • Complaints policy - Workplace • Complaints policy - Community • Conflict of interests policy and procedure • Supervision policy and procedure • Excursion policy and procedure • Student healthcare policy and procedure
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<p>Accessible</p>	<p>Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Parent <input type="checkbox"/></p>

Commitment

This Code of Conduct – Personnel (the Code) reflects the commitment of the Sapphire Anglican College (SCAC) (the School) to ethical practice consistent with the values of the Anglican Diocese of Canberra & Goulburn (the Diocese) which is based on orthodox Christian belief, including:

- The centrality of Jesus Christ, His death and resurrection;
- The Bible as the ultimate authority and guide for the Church;
- That all people are created in the image of God and have inherent dignity and worth.

SCAC values that guide the personal and professional behaviour of all personnel are:

- Knowledge
- Wisdom
- Faith
- Service

These values reflect the Christian ethos of SCAC. All SCAC personnel, paid and unpaid, are expected to understand the Christian ethos of SCAC and respect these values.

The Code establishes a standard of professional and personal behaviour that:

- Reflects the mission, vision, and ethos of SCAC
- Respects the rights of each individual and the whole community
- Supports the best possible standards of service to the community
- Supports the best possible standards for Child Safety
- Promotes and maintains community confidence and trust in the work of the School

Scope

By accepting employment with SCAC, 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 SCAC;
- (b) comply with the SCAC's policies and procedures;
- (c) act ethically and responsibly; and
- (d) be accountable for your actions and decisions.

Contractors and Volunteers

Contractors, consultants and volunteers working with SCAC 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.

If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of SCAC's expectations of conduct during the period of their engagement.

Purpose

The purpose of the Code:

- to place an 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;
- to identify professional and personal behaviours which will enable personnel to serve the needs of others professionally and ethically, including students, colleagues, and the community;
- to ensure personnel are aware of their responsibilities to act honestly and with due diligence and care;
- to uphold the rights of individual personnel;
- to assist personnel to act in ways which enhance the general public confidence in SCAC and the Diocese;
- to encourage the commitment, contribution, and development of each person in striving to achieve best practice and an exceptional quality of service.

Clarification of the Code of Conduct

This Code is not intended to be contractual in nature and does not impose any contractual obligations on SCAC. SCAC 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 SCAC may take disciplinary action in respect of an employee.

The Code does not address all the issues that personnel may face when performing their roles, but it does provide general principles to which all can refer. If in doubt about the best response to a given situation, personnel should seek advice from their supervisor.

If there is any conflict between the Code and the law, the law will prevail.

Definitions

bullying means repeated and unreasonable behaviour directed towards a person or persons which causes distress or humiliation or creates a risk to their health and safety. Bullying includes:

- intimidation or threats;
- abusive communication;
- derogatory or belittling comments;
- spreading rumours;
- inappropriate touching;
- invasion of personal space;
- teasing;
- displaying degrading or offensive visual or written material;
- cyberbullying.

Bullying does not include reasonable conduct such as:

- disagreeing with somebody in an honest and respectful way;
- giving feedback about inappropriate behaviour in an objective way;
- setting reasonable performance goals, standards, or deadlines;
- giving constructive feedback about unsatisfactory performance;
- taking legitimate disciplinary action.

For further information, see the *Bullying and Harassment (including Sexual Harassment) Policy*.

child is a person under the age of 16 years as defined by the *Children and Young Persons (Care and Protection) Act 1998*.

crime - In New South Wales, a crime is an act or omission that breaches criminal law (primarily the [Crimes Act 1900](#)), causes public harm, and is punishable by the state through fines or imprisonment. For the purpose of this Code a crime has been committed when a person receives a Community Correction Order, Intensive Correction Order and/or jail time.

breach – failure to report, conceal, minimise and/or act on (applicable to the employee’s role) inappropriate behaviour, safety concerns, and/or failure to adhere to the School’s policies, procedures, codes and applicable legislation

employee is a person who is lawfully engaged in employment by the School.

harassment means unwelcome conduct towards another person where that person feels, with good reason, offended, belittled, or threatened. It includes:

- unwelcome physical contact;
- making unwelcome contact with a person by any means (phone, email, text messages);
- unnecessary comments about a person’s attributes or capabilities;
- gestures or language that could reasonably give offence, including continual and unwarranted shouting;
- intolerance of or discrimination towards a person because of an irrelevant attribute;
- exclusion from a peer group;
- displaying degrading or offensive visual or written material;

- stalking.

For further information, see *Bullying and harassment (including Sexual harassment) policy*.

hate speech - conduct that is an offence under section 93ZAA of the Crimes Act 1900 (NSW), whether or not the person engaging in the conduct has been charged or convicted. This includes behaviour that intentionally or recklessly threatens or incites violence against a person or group because of their race, religion, sexual orientation, gender identity, intersex status, or HIV/AIDS status.

personnel / employee includes any paid employee of SCAC or any unpaid volunteer serving SCAC in any capacity who is not covered by another Code of Conduct or similar.

principal refers to the 'Principal' of the School and any person to whom she/he delegates the responsibility.

restricted material is any material that has been classified by the Australian Classification Board (ACB) as Category 1 or 2 restricted, X, or RC, or any other material not subject to classification by the ACB (such as internet material) that is considered with good reason by the Anglican Church as being offensive on the grounds of violence, sex, language, drug abuse, or nudity.

school refers to any or all of the campuses and facilities of SCAC, all places where the employee is conducting and representing the institution and to SCAC as the institution.

staff includes any paid employee of SCAC or any unpaid volunteer serving SCAC in any capacity who is not covered by another Code of Conduct or similar.

supervisor refers to the supervising or managing members of both teaching and support staff within the School, and includes Heads of Department, Coordinators and others who have oversight of staff in various parts of the School

young person is a person aged from 16 – 18 years as defined by the Children and Young Persons (Care and Protection) Act 1998

What is expected of you as an employee?

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

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your Principal or supervisor.

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

Staff are expected to conduct themselves with the highest standards of professional and ethical behaviour. They must be aware of their primary responsibility for the safety and wellbeing of students and fellow staff.

As a SCAC 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;

- (f) be courteous and responsive in dealing with your colleagues, students, parents and members of the public;
- (g) work collaboratively with your colleagues; and
- (h) 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.

2. What happens if I breach the Code of Conduct?

As a SCAC employee, you hold a position of trust and are accountable for your actions.

- 2.1 The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.
- 2.2 Employees should report actual and possible breaches by colleagues using the *Incident Form*.
- 2.3 Factors the School may consider when deciding what action to take may include:
 - (a) the seriousness of the breach;
 - (b) the likelihood of the breach occurring again;
 - (c) whether the employee has committed the breach more than once;
 - (d) the risk the breach poses to employees, students or any others; and
 - (e) whether the breach would be serious enough to warrant disciplinary action.
- 2.4 Actions that may be taken by the School in respect of a breach of the Code may include management or remedial action, training, and/or disciplinary action ranging from a warning to termination of employment. The School will reserve the right to determine in its entirety the response to any breach of this Code.

3. Required reporting

Employees are required to report certain information to the School.

- 3.1 All employees are required to inform the Principal if they are charged with or convicted of a crime including any spent convictions. You must also inform the Principal if you become the subject of an Apprehended Violence Order (AVO) including an Apprehended Domestic Violence Order.
- 3.2 If, through your employment with SCAC, you become aware of a crime committed by another person associated with SCAC, you are required to report it to the Principal, who may be required to inform the police.
- 3.3 As a SCAC employee, you must report to the Principal:
 - (a) any concerns that you may have about the safety, welfare and wellbeing of a child or young person;
 - (b) any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
 - (c) any concerns you may have about any other employee, contractor or volunteer allegedly engaging in 'reportable conduct', or inappropriate professional conduct that you have observed or has been reported to you; and
 - (d) if you become aware that an employee, 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
 - (e) if you become the subject of reportable allegations or allegations of inappropriate professional conduct whether or not they relate to your employment at SCAC; and
 - (f) if you become subject to an interim bar or a bar by the Office of the Children's Guardian, or if you become a disqualified person¹ from working with, or volunteering with, children.

You should refer to the School's *Child Safe Policy* and child protection policies for further information

¹ ¹ As defined in the *NSW Child Protection (Working With Children) Act 2012* Section 18

about these obligations. Employees must note:

- An adult in child-related work in an organisation will commit an offence if they know another adult there poses a serious risk of abusing a child (under 18 years), and they have the power to reduce or remove the risk, and they negligently fail to do so. (*Section 43B of the Crimes Act 1900 [NSW]*)
- All adults in NSW are required to report information to police if they know, believe or reasonably ought to know that a child (under 18 years) has been abused. (*Section 316A of the Crimes Act 1900 [NSW]*)

4. Respect for people

SCAC expects employees to treat each other with respect and courtesy.

Our daily interaction with others reflects on SCAC'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.

- 4.1 Employees who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modelling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development.
- 4.2 Similarly, it is important for you to treat your colleagues, other employees, contractors, students and parents with respect. You must not engage in rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language, hate speech and physical abuse or intimidation towards other employees, contractors, students and parents. You 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.
- 4.3 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the School's *Bullying and Harassment (including sexual harassment) 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 your obligations under work health and safety legislation or your duty of care at common law.
- 4.4 You should ensure that you are aware of the School's *Bullying and Harassment (including sexual harassment) Policy*. If you believe you are being unlawfully harassed or discriminated against or bullied:
 - (a) where you feel comfortable ask the person to stop or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with your supervisor ²in the first instance to seek guidance on how to do this; and/or
 - (b) raise the issue as a compliant in accordance with the School's *Bullying and Harassment (including sexual harassment) Policy and Complaints – Workplace Policy* as soon as possible after the incident(s) have occurred.
- 4.5 SCAC takes reports of unlawful discrimination and harassment or bullying seriously and will take whatever action it considers appropriate if such conduct is found to have occurred including disciplinary action up to and including dismissal. Many incidents can be addressed effectively if reported early.
- 4.6 If you lie about, make a vexatious complaint or exaggerate a complaint, the School will view this as a very serious matter, and you may be disciplined up to and including dismissal.
- 4.7 Employees must avoid disrespectful or derogatory language regarding a student, or their family, even in conversations entirely between SCAC employees.

5. Duty of Care and Work Health and Safety

As a SCAC employee, you have a duty of care to yourself, students in your charge and other personnel to take all reasonable steps to protect them from risks of harm that can be reasonably predicted.

The duty encompasses a wide range of matters, including (but not limited to):

- the provision of adequate supervision
- ensuring grounds, premises and equipment are safe for use
- implementing strategies to prevent bullying from occurring in the School, and
- providing medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid persons who is injured or becomes sick at School.

Duty of Care

- 5.1 As a SCAC employee, you have a duty of care to students in your charge. That duty is to take all reasonable steps to protect them 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.
- 5.2 Duty of care to students applies during all activities and functions conducted or arranged by SCAC. The risks associated with any activity need to be assessed and managed before the activity is undertaken.
- 5.3 You should ensure that you are aware of the School's *Supervision Policy*, *Excursions Policy*, *Student Healthcare Policy* and information governing co-curricular activities.

Work Health and Safety

- 5.4 You also have a responsibility under work 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.
- 5.5 Considerations of safety relate to both physical and psychological wellbeing of individuals.
- 5.6 You should ensure that you are aware of SCAC's *Work Health & Safety Policy and procedures*.

Supervision of students

- 5.7 You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.
- 5.8 You should be familiar with and comply with the site's evacuation and lockdown procedures.
- 5.9 Students should not be left unsupervised either within or outside of class. You should be punctual to class and allocated supervision.
- 5.10 You should 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 they are collected or seek advice from your supervisor as soon as possible.
- 5.11 Playground supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around.
- 5.12 You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member. Additional detail about student bullying is set out in the School's *Anti-bullying (student) policy*
- 5.13 Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact the College's reception.
- 5.14 You should ensure that you understand and comply with SCAC's policy in regard to the storage and administration of prescribed medication to students (see *Student Healthcare Policy and Procedure*).

6. Professional relationships between employees and students

As a SCAC employee, you are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed.

While not all employees are required to manage and supervise students, it is important for all staff to understand and observe the SCAC's Child Safe and child protection policies.

Supervision of students

- 6.1 You should 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 your supervisor and/or the Principal.
- 6.2 You must not transport students in your private vehicle unless approved in advance by the Principal (or delegate). When you unexpectedly are required / asked to transport a student (who is not your own), due to unforeseen / emergency circumstances:
 - 6.2.1 you must inform the Principal or delegated leader as soon as practicable (phone, SMS, Teams message)
 - 6.2.2 you must ensure the student has verbal permission from their parent/carer, with written confirmation (SMS/email) obtained as soon as reasonably possible
 - 6.2.3 you must report the transport event to the Principal (or delegate) and document the event on the school's register.
- 6.3 If you wish to conduct a private conversation with a student you should consider the time and venue carefully to avoid placing yourselves in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the student and the door.
- 6.4 When confiscating personal items, such as mobile phones or hats, ask students to hand them to you. Only take items 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.

Physical contact with students

- 6.5 You must not impose physical punishment on a student in the course of your professional duties.
- 6.6 You should avoid unnecessary physical contact with students. When physical contact with a student is a necessary part of the teaching/learning experience you must exercise caution to ensure that the contact is appropriate and acceptable. You should seek permission from the student by asking for a volunteer if necessary to demonstrate a particular activity.
- 6.7 Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability the management of toileting needs should be included in the student's individual management plan.
- 6.8 When congratulating a student, a handshake, or a pat on the shoulder are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable.
- 6.9 Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and seek their consent.
- 6.10 Sometimes in ensuring duty of care you 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 SCAC's behaviour management practices or individual student management plans. You should report and document any such incidents as soon as possible using the incident form.

Relationships with students

- 6.11 You 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. You are reminded of:

- (a) the law prohibiting sexual relations with a person under the age of consent (16 years); and
 - (b) the law prohibiting sexual relations between a teacher and a student at their school who is under the age of 18 years.
- 6.12 You 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) that you are responsible for teaching, tutoring, mentoring, advising, assessing, or for whom you provide pastoral or welfare support or wellbeing or other student care raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment and is a breach of this Code and the policies of the School. 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 School.
- 6.13 If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your supervisor and/or the Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
- 6.14 At all times when speaking with students care must be taken to use appropriate language. You must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
- 6.15 You may, as part of your pastoral care role, engage in discussion with students. This is entirely appropriate. However you must be cautious about making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself.
- 6.16 You must not:
- (a) invite students to your home;
 - (b) visit students at their home; or
 - (c) attend parties or socialise with students,
- unless you have the express permission of the Principal and their parents or care giver. In such a situation, you must be alert to the risk involved in such activities and conscious that your position as a staff member puts special obligations upon you in your relationship with the students, parents and other staff. To the extent possible, you should avoid being alone with a student of the School in a social setting.
- 6.17 You must not engage in babysitting, tutoring or coaching students from the School without the express permission of the Principal.
- 6.18 You must not invite students to join your personal electronic social networking site/s or accept students' invitations to join their social networking sites (see Section 7 – Appropriate use of electronic communication and social networking sites).
- 6.19 You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student (see Section 10 – Declaring gifts, benefits and bribes)
- 6.20 Wherever practical, you 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.
- 6.21 You 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.

Relationships with former students

- 6.22 You must not develop a relationship with any person that was a student at the School in the previous [5] years (Ex Student), that is, or that can be interpreted as having a personal rather than a professional interest in a former student. This includes but is not limited to a romantic or sexual relationship with an Ex Student.

- 6.23 In relation to contact with Ex Students, you must not:
- (a) purchase alcohol for Ex Students;
 - (b) other than in your capacity as an employee at the School for professional purposes, contact by phone, text message or any other form of contact, or respond to personal contact from, an Ex Student;
 - (c) invite Ex Students into your personal social networking site or accept an invitation to theirs; or
 - (d) use social networking sites to email or contact Ex Students.

Child protection

- 6.24 You must be aware of and comply with the School's *Child Safe* and *child protection policies*.
- 6.25 As set out in **Section 3** you must report any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any 'reportable allegation' that has been made to you to the Principal. This includes self-disclosure if the allegation involves you.
- 6.26 Broadly, '**reportable conduct**' means:
- (a) a sexual offence,
 - (b) sexual misconduct,
 - (c) an assault against a child,
 - (d) ill-treatment of a child,
 - (e) neglect of a child,
 - (f) an offence under section 43B (failure to protect) or section 316A (failure to report) of the Crimes Act 1900, and
 - (g) behaviour that causes significant emotional or psychological harm to a child, whether or not the child consents.
- 6.27 Reportable Conduct does not extend to:
- a) 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
 - b) 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
 - c) conduct of a class or kind exempted from being reportable conduct by the Children's Guardian Act, 2019 under section 30.
- 6.28 For further information about 'reportable conduct' see SCAC's *Reportable Conduct Policy*.
- 6.29 The requirements outlined in **Section 6** in relation to 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 or inappropriate professional conduct.

The Working With Children Check

- 6.30 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.
- 6.31 You must have a Working With Children Check clearance which will be valid for a period of five years. You are responsible for renewing your Working With Children Check every five years.

7. Appropriate use of electronic communication and social networking sites

SCAC provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the School'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.

- 7.1 You must comply with the School's *Technology Usage Agreement – Personnel and*

Communications Policy. This includes:

- (a) exercising good judgment when using electronic mail, following the principles of ethical behaviour;
- (b) using appropriate and professional language in electronic mail messages;
- (c) 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;
- (d) not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
- (e) not inviting students into your personal social networking site or accept an invitation to theirs;
- (f) not using social networking sites to email or contact students;
- (g) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- (h) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

7.2 You must never use the School's networks to view, upload, download or circulate any of the following materials:

- (a) sexually related or pornographic messages or material;
- (b) violent or hate-related messages or material;
- (c) racist or other offensive messages aimed at a particular group or individual;
- (d) malicious, libellous or slanderous messages or material; or
- (e) subversive or other messages or material related to illegal activities.

8. Use of alcohol, drugs, tobacco and vaping

Work Health and Safety is of fundamental importance to SCAC. Maintaining a safe work environment requires everyone's continuous cooperation.

8.1 You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk your or any other person's health and safety.

8.2 As a SCAC employee, you must:

- (a) not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- (b) not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;
- (c) 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;
- (d) take action to resolve any alcohol or other drug-related problems that you have; and
- (e) consult with your supervisor or Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

8.3 As a SCAC employee, you must not:

- (a) have illegal drugs in your possession while at work. Any illegal drugs found on SCAC property or in the possession of any person on School property may result in disciplinary action including the termination of your employment and referral to the Police;
- (b) give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and
- (c) supply or administer prescription or non-prescription drugs to students unless authorised to do so.

Alcohol

8.4 You must not take alcohol to School or consume it during School hours or at any School function

at any time School students are present, including those events conducted outside School premises unless expressly permitted to do so by the Principal. A School function is any occasion organised by the School and/or in the School's name, including dances, farewells, excursions, sporting fixtures and fund raising events.

8.5 You must not:

- (a) purchase alcohol for, or give alcohol to, any School student (or to any other person under the age of 18 years); and
- (b) encourage or condone the use of alcohol by students of any age during educational activities.

Smoking and vaping

8.6 You must not smoke or permit smoking in any School buildings, enclosed area or on School grounds. This includes all buildings, gardens, sports fields, cars and car parks. This includes smoking and vaping.

8.7 You must not purchase tobacco or tobacco products, or vaping products for any School student, or give them tobacco or tobacco products or vaping products.

9. Identifying and Managing Conflict of Interests

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 SCAC.

9.1 As a SCAC employee, you must not act in conflict with the School's best interests. A conflict of interests can involve:

- (a) pecuniary interests i.e. financial gain or loss or other material benefits;
- (b) non-pecuniary interests i.e. favours, personal relationships and associations.

It may not only be about your own interests. It may include:

- o the interests of members of your immediate family or relatives (where these interests are known);
- o the interests of your own business partners or associates, or those of your workplace; or
- o the interests of your friends.

9.2 When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to your supervisor or the Principal.

9.3 You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

9.4 Entering into a sexual or romantic relationship with another staff member or a parent or member of the school 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. The School reserves the right to take whatever steps it considers appropriate if the conflict cannot be managed in a way that protects the interests of a student/s and SCAC.

9.5 Further information on management of conflict of interests can be found in the *Conflict of interests policy and procedure*

10. Declaring gifts, benefits and bribes

As an employee, you may 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.

You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

10.1 If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal.

10.2 Accepting gifts and other benefits has the potential to compromise your position by creating a

sense of obligation and undermining your impartiality. It may also affect the reputation of the School and its staff. You must not create the impression that any person or organisation is influencing the School or the decisions or actions of any of its employees.

- 10.3 If you are offered a gift or benefit, you 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 (\$100) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the School.
- 10.4 When such a gift is accepted, you must advise your Principal. They 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.
- 10.5 Sometimes employees might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the School. If you win a prize, you must advise your supervisor or the Principal who will determine how the prize should be treated and recorded.

11. Communication and Protecting Confidential Information

Communication

- 11.1 You are required to comply with SCAC's *Privacy* and *Communication* policies and procedures.
- 11.2 You should be mindful of confidentiality when in discussions with parents. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting. Parents also need to be advised that anything disclosed to you is disclosed to the School and will need to be shared, confidentially, to the Principal and, at the Principal's discretion, within the School as appropriate.
- 11.3 You 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.
- 11.4 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the school community, or the public.
- 11.5 The media should not be given access to students or allowed entry to the School without the express permission of the Principal. You should not make any comments to the media about the School, students or parents without the express permission of the Principal.
- 11.6 You must comply with the School's requirements regarding the established line of communication with parents in the School.

Confidential information

- 11.7 As a SCAC employee, you must only use confidential information for the work-related purpose it was intended. For further information see the *Privacy Policy and Procedure*
- 11.8 Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal.
- 11.9 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

Privacy

- 11.10 Sensitive and personal information should only be provided to people, either within or outside the School, who are authorised to have access to it.
- 11.11 You should always 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.

12. Record keeping

- 12.1 All employees have a responsibility:

- (a) to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and
 - (b) to capture or store records in SCAC's record systems.
- 12.2 You must not destroy or remove records without appropriate authority.
- 12.3 Supervisors have a responsibility to ensure that the employees reporting to them comply with their records management obligations.
- 12.4 Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the School.
- 12.5 Employees must maintain the confidentiality of all official information and documents which are not publicly available, or which have not been published.

13. Copyright and Intellectual Property

- 13.1 When creating material, you 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.
- 13.2 Advice relating to sharing or licensing SCAC's intellectual property should be sought from the Principal.
- 13.3 The School cannot give away or assign its intellectual property without the approval of the Principal.
- 13.4 If you develop material that relates to your employment with the School, the copyright in that material will belong to the School. This may apply even if the material was developed in your own time or at home.
- 13.5 You should not use the School's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.

14. Employment decisions

Employees will adhere to the highest ethical standard when making employment-related decisions, when seeking employment, or when planning to resign from a position, ensuring fair and equal treatment of all.

Prospective employees must provide accurate and complete information about their professional qualifications and experiences as required.

15. Financial and resource responsibilities

- 15.1 Employees will avoid any personal advantage for themselves or others through their position other than their wage, allowances and deductions.
- 15.2 Staff will minimise the risk of the appearance of impropriety by ensuring that:
 - (a) proper accounting records are kept for transactions including receipts, diary entries, tax invoices, accounts, and account statements;
 - (b) cash is kept secure at the workplace;
 - (c) money is banked promptly;
 - (d) money is not taken home;
 - (e) SCAC credit cards are not misused.
- 15.3 Staff will use SCAC and Diocesan resources including computers, telephones, and vehicles wisely and for the purpose for which they are intended, in accordance with SCAC policies and procedures.

16. Personal behaviour and beliefs

- 16.1 SCAC does not seek to regulate the personal behaviour of staff in their private lives. However, all staff should be aware that personal behaviours can impact on the reputation and well-being of SCAC, the Diocese, and its personnel. This impact can be magnified in small communities. The Code addresses personal behaviour in a professional context, in particular

where personal and professional behaviour intersect and where this behaviour may impact on the reputation of SCAC and the Diocese.

- 16.2 Sharing of personal political and religious opinions should align with the ethos of the school. Analysis of political and religious views may be required in an educational setting according to your role. You should remain impartial in such discussions to ensure personal political and religious views are not promoted to students.
- 16.3 Interacting with children, other than your own, as part of family activities outside work functionality should be approached with caution.
- 16.4 In regional schools, it is acknowledged that you may occasionally be asked to transport another student enrolled at the school (who is not their own), due to community relationships and last-minute needs. In these instances, you must exercise caution, ensure parent/carer permission is obtained, notify the Principal as soon as practicable, and follow the *Regional Transport Procedure*.

17. Dress

Employees will dress appropriately for a professional environment, with consideration given to the context of their workplace. Employees will be sensitive to the effect of their dress on others and dress modestly and appropriately to the context, having regard for health and safety. For SCAC, denim and tights are not considered appropriate for the professional environment.

18. Restricted material

Employees will not view, possess, produce, or distribute restricted material without a legitimate purpose. If there is a legitimate purpose, the employee will disclose the purpose and circumstances to their supervisor and obtain approval.

19. Illness and disease

SCAC requires employees to be proactive and diligent about workplace infections or communicable diseases. All staff members who are sick with an infectious illness or disease or have reasonable grounds to suspect that they may be sick, are encouraged to seek medical assistance and follow medical advice.

If an employee is sick with an infectious illness or disease, they should not attend work.

When returning to work after injury or illness, employees may be required to produce a Certificate of Capacity.

20. Supervisor responsibilities and behavioural expectations

This section outlines the additional responsibilities and behavioural expectations required of supervisors. Supervisors influence workplace culture, safety, and compliance, and therefore carry heightened accountability for upholding and enforcing the Code.

20.1 Supervisors are expected to model the highest standards of professional behaviour and integrity. They must ensure that personnel under their supervision comply with workplace policies, procedures, codes and legislation.

20.2 Supervisors will:

- (a) Lead by example; demonstrating consistent, ethical, fair, and respectful behaviour in all interactions
- (b) Ensure personnel compliance:
 - I. Communicate expectations clearly to staff regarding conduct, behaviour, and procedural requirements
 - II. Ensure team members understand their obligations under the Code, relevant policies and legislation

- III. Monitor staff behaviour and performance to ensure compliance, addressing concerns identified
- (c) Act on misconduct and/or breaches:
 - I. Promptly address breaches, including inappropriate behaviour, safety concerns, or breaches of the School’s policies, procedures, codes and applicable legislation
 - II. Report and document concerns using the *Incident Form* and escalate matters as required by the School’s policies and procedures
 - III. Failure to act, conceal, or minimise, when aware of inappropriate behaviour, safety concerns, or breaches of policy, procedure and codes, is considered a breach of the Code by the supervisor
 - IV. Employees with supervisory responsibilities may face corrective or disciplinary action as outlined in 2.4 of this Code
- (d) Promote a safe and supportive work environment:
 - I. Ensure work is performed safely and in accordance with legal and organisational WHS requirements
 - II. Carry out supervisory duties such as safety monitoring, responding to risks, leading safety practices and ensuring compliance with the School’s *Work Health and Safety Policy* and procedures
- (e) Foster professional conduct, directly and positively influence culture for continuous improvement:
 - I. Support open communication, transparency, fairness, dignity, and respect in the workplace
 - II. Encourage team participation, engagement, and adherence to School and Diocesan values
 - III. Participate in training, coaching, and performance reviews relating to ethical conduct, leadership expectations, and supervisory duties
 - IV. Participate in periodical review of supervision practices to ensure consistent, high-quality leadership and workplace culture standards are in place

21. Acknowledgement of the Code

Employees will be required to acknowledge the Code on commencement of employment and annually at the start of the school year to ensure all employees understand and adhere to the Code.

Code of Conduct - Personnel - Acknowledgement and Agreement

I, (name) _____ have:

- read;
- understand; and
- agree to abide with

the Code of Conduct - Personnel provided on the following date, _____

Signed: _____