

## Staff Code of Conduct

### 1. Introduction

Kennedy Baptist College's mission is to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning. We are committed to fulfilling this mission as a College community as we serve God, by serving our students, families and each other. Supporting the mission and culture of the College are our values, faith, integrity, boldness, growth, and service.

<b>Boldness</b>	Staff and students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
<b>Faith</b>	The Christian faith underpins all the College's activities.
<b>Integrity</b>	The College community demonstrates respect and honesty towards all its members and delivers on its promises.
<b>Growth</b>	The College community develop their unique gifts and talents and strengthen their areas of weakness.
<b>Service</b>	The College community serve others within the College, and local, national, and international communities.

The Staff Code of Conduct supports those values by outlining standards of behaviour expected of all staff employed by the College. By accepting employment with the College, staff must agree to and comply with this Code. It promotes positive work outcomes and professional practices, requiring staff to:

- Conduct themselves, both personally and professionally, in a manner that upholds the ethos, values and reputation of the College.
- Always act in accordance with College policies and procedures.
- Act ethically, responsibly and with integrity.
- Be proactively accountable for their actions and decisions.

The Staff Code of Conduct applies to all staff employed by the College, whether on a permanent, fixed term, temporary, or casual basis.

The Code requires high standards of conduct for ensuring the safety and wellbeing of our students. As a child safe organisation, we are committed to keeping students safe from harm. The Code provides guidance on maintaining professional boundaries by providing examples of appropriate and inappropriate behaviour towards students. It is not intended to provide all possible scenarios relating to staffs' work or interactions.

## 2. Reporting Concerns or Breaches

***The College is committed to supporting staff who report concerns about the conduct of others.***

Staff are required to report objectively observable behaviour, that is not permitted by the Code, other than behaviour subject to mandatory reporting obligations, to the Principal. If the behaviour involves the Principal, then the report should be made to the Board Chair.

If staff believe the Code is being breached, they must act to prioritise the best interests of students and take actions promptly to ensure their safety.

The College will protect any person reporting concerns, breaches, or suspected breaches of the Code from victimisation or other adverse consequences if their report was made in good faith.

Retribution by any person will be considered improper conduct which may result in disciplinary action, suspension, or conclusion of their engagement with the College.

## 3. Breach of the Code of Conduct

***Members of staff hold a position of trust and are accountable for their actions.***

The consequences of inappropriate behaviour and breaches of the Code will depend on the nature of the breach.

Appropriate action for reported breaches will be determined on the facts and circumstances. Factors to consider for management of breaches includes:

- a. The seriousness of breach and whether it warrants formal disciplinary action.
- b. The likelihood of the breach re-occurring.
- c. Whether the staff member has committed the breach more than once.
- d. The severity of consequences that the breach poses to staff, students, or others.

Actions that may be taken for serious breaches of the Code includes performance management or remedial action, training or disciplinary action ranging from a written warning to termination of employment.

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

***Note: Please be aware that inappropriate or improper conduct outside the work environment or outside of normal working hours may still be regarded as misconduct and may bring a staff member's professionalism into question. Staff have a responsibility to conduct themselves in a manner that will not negatively impact on their ability to perform their work or undermine community confidence in the College.***

## 4. Guidance on Compliance

Staff are expected to proactively act and comply with standards of behaviour, attitudes, relationships, and responsibility. Staff should consider the following concerning their actions and to assist with the application of the Code:

- Am I doing the right thing?
- How might this action be perceived by others?
- Am I treating this student differently to others?

- Is this interaction about meeting the needs of the student or my own needs?
- Would I do or say this if a colleague were present?
- Would I condone my conduct if I observed it in another adult?
- What guidance would the College give me in this situation?

## 5. Standards of Behaviour

### 5.1. Our Working Environment

The College is committed to providing a safe, healthy, and inclusive work environment in which everyone is treated fairly and with respect.

Staff are expected to:

- Perform their duties to the best of their ability and be accountable for their performance.
- Act in a professional and respectful manner.
- Act in accordance with the College's values.
- Comply with relevant legislation, policies and procedures and report to the Principal any possible breaches of legislation, policies or procedures.
- Model honesty, integrity, care, and courtesy in relationships within the College.
- Act to prioritise the best interests of students.
- Take care of their own health and safety and ensure that they do not adversely affect the health or safety of any other persons at the College or during a school-related activity.
- Take responsibility for and support decisions.
- Declare conflicts of interest as they relate to pecuniary interests (i.e., financial gain or loss or other material benefits) or non-pecuniary interests (i.e., favours, personal relationships and / or associations).
- Respect and take care of College resources and equipment assigned to staff or under staff control.
- Work collaboratively with staff to achieve shared goals.
- Manage conflict through honest mediation, always seeking resolution of the issue and relationships with others.
- Be prepared to commence work on time and observe relevant practices for signing in and out during the day. Note: Teachers are expected to be on College grounds during DOTT time.

Staff are **not** to:

- Smoke, vape or be affected by alcohol or other drugs, or bring alcohol or illicit drugs onto College grounds, or any College-related functions including excursions, and camps.

- b. Engage in any behaviour which involves harassing, bullying, or discriminating against another person.
- c. Use information or authority derived from employment with the College for personal gain.

### **5.2. Our Duty of Care to Students**

The College, Board, Principal, and staff have a duty of care to students in their care. The duty is to take reasonable steps to protect students from harm that may be reasonably foreseen. This requires staff to proactively engage in risk management practices to reduce the risk of injury or harm to students.

This duty covers a wide range of issues, including, but not limited:

- a. The provision of adequate supervision.
- b. Ensuring the grounds, premises and equipment are safe for students' use.
- c. Implementing strategies to prevent bullying from occurring.
- d. Providing medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid a student who is injured or suffers from ill health at school.

Staff are expected to:

- a. Always accept responsibility during work time for the care and safety of students.
- b. Actively supervise students when on duty.
- c. Take immediate action if a risk to a student is identified.
- d. Report any injuries or safety incidents to management using the appropriate reporting systems.
- e. Implement College policies and risk management strategies that help prepare and plan educational activities, such as excursions.

Staff are **not** to:

- a. Engage in any form of bullying, harassment or physical conduct that may cause emotional, physical, or mental harm or injury to a student or any other person.
- b. Ignore or fail to appropriately respond to requests from students for medical or first aid attention.

### **5.3. Students Safety and Wellbeing**

The College demonstrates its leadership and commitment to student safety and wellbeing through the implementation of the *National Principles of Child Safe Organisations*. The College provides a safe environment where students' rights, needs and interests are being met and where all students are protected from harm.

Staff are expected to:

- a. Always act in accordance with the College's *Student Safety and Wellbeing* and *Child Protection* policies and procedures.

- b. Behave respectfully, courteously, and ethically towards students and their families and towards other staff.
- c. Listen and respond to the views and concerns of students, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- d. Promote the human rights, safety, and wellbeing of all students.
- e. Demonstrate appropriate personal and professional boundaries.
- f. Consider and respect the diverse backgrounds and needs of students.
- g. Create an environment that promotes and enables student participation and is welcoming, culturally safe, and inclusive for all students and their families.
- h. Involve students in making decisions about activities, policies and processes that concern them wherever possible.
- i. Contribute, where appropriate, to College policies, discussions, learning and reviews about student safety and wellbeing.
- j. Respond to any concerns or complaints of student harm or abuse promptly and in line with the College's policy and procedure for receiving and responding to concerns or complaints.
- k. Report all suspected or disclosed student harm or abuse as required by the College's policies and procedures on internal and external reporting.
- l. Comply with the College's protocols on communicating with students.
- m. Comply with the College's policies and procedures on recordkeeping and information sharing.

Staff are **not** to:

- a. Engage in any unlawful activity with or in relation to a student.
- b. Engage in any activity that is likely to harm a student physically, sexually, or emotionally.
- c. Unlawfully discriminate against any student or their family members.
- d. Arrange activities or meetings alone with a student that are not within College-related operations.
- e. Arrange personal contact, including online contact, with students they are working with for a purpose unrelated to College activities.
- f. Disclose personal or sensitive information about a student, including images of a student, unless the student and their parent / guardian consent or unless the staff member are required to do so by the College's policy or procedure on reporting.
- g. Use inappropriate language in the presence of students or show or provide students with access to inappropriate images or materials.
- h. Ignore or disregard any suspected or disclosed harm or abuse.

#### **5.4. Excellence in Teaching**

Teaching staff are expected to provide quality teaching appropriate for students, accommodating for the diversity of learners in their care and strive to help all students equally so they have every chance of succeeding.

Good teaching also means that staff will work closely with colleagues, and other carers of students and respond appropriately and promptly to any concerns they have.

Staff are expected to:

- a. Deliver quality teaching to students.
- b. Provide teaching and learning programs that meet the curriculum standards and requirements.
- c. Be well prepared and manage the learning and care of students.
- d. Provide an appropriate range of learning strategies to meet all students' needs.
- e. Implement strategies negotiated and outlined in individual student management plans.
- f. Perform other duties and responsibilities efficiently.
- g. Maintain a safe classroom environment.
- h. Manage student behaviour in ways which are consistent with the College's policies and procedures.
- i. Treat all students fairly and consistently.
- j. Be aware of cultural norms that may influence interpretation of staff behaviour towards students.

Staff are **not** to:

- a. Show favouritism, bias, or prejudice in dealings with students.
- b. Publicly discipline or humiliate a student as punishment or as an example to other students.
- c. Throw objects at a student to get their attention.
- d. Leave a class unattended or dismiss students early from a lesson so that they are unsupervised.
- e. Exclude students from a lesson or activity, then leave them unsupervised in corridors or classrooms.

#### **5.5. Contact with Parents**

Staff are expected to:

- a. Keep parents informed of issues related to their children, and to seek parent advice about their children.
- b. Inform the Principal and other leaders of issues which may potentially require their intervention.
- c. Respond promptly and appropriately to queries from parents / guardians, students, and colleagues.

- d. Initiate contact promptly and appropriately in response to a student's academic or behavioural progress.
- e. Ensure that all formal correspondence on behalf of the College is approved by the appropriate staff member.
- f. Maintain appropriate records including recording details on SEQTA in accordance with the College's records management practices.

### **5.6. Promotion of the College**

Staff are expected to:

- a. Always actively and openly support the College's mission, values, and positive culture when representing the College.
- b. Attend formal and informal College events and functions; spiritual, academic, sporting, and social.
- c. Promote the College in a positive manner when interacting with students, parents, and members of the wider community.
- d. Ensure that staff actions outside the College do not reflect in a way which brings the College into disrepute.
- e. Some College decisions are made that may not suit every person. It is appropriate to discuss these with members of the Executive Leadership team in a private and confidential manner.

### **5.7. Dress Standards**

Staff are expected to:

- a. Always present a professional image. Staff model standards for students through their attire.
- b. Maintain modest, suitable dress standards with requirements for staff similar to that expected of students.

### **5.8. Use of Digital Technology**

Staff are expected to:

- a. Model appropriate use of phones and laptops to set the standard that they would expect from students.
- b. Use College devices, systems, and applications appropriately.

Staff are **not** to:

- a. Receive, make, or take part in phone conversations or use mobile phones in a personal manner any time when in a position of duty of care, during staff meetings, when meeting with students, parents or in any formal meeting where they represent the College, unless calling for assistance during an emergency.
- b. Use the College's devices, systems, and applications to access inappropriate websites, or communicate inappropriately through emails or any other format with students or any other person.

### **5.9. Use of Social Media**

Staff are expected to:

- a. Ensure that the content of their own digital spaces does not reflect on them in a way which brings the College into disrepute.
- b. Make it clear that any views expressed are their own and not those of the College (if it is clear who they work for).
- c. Respect the privacy of staff, students, parents / guardians, or any other person associated with the College.
- d. Maintain a professional distance from students and parents / guardians on social media networks, including 12 months after students leave the College.

Staff are **not** to:

- a. Use the College's systems to access social media, unless the access is for teaching, pastoral care, or educational purposes.
- b. Under any circumstances, denigrate or speak adversely about the College or other schools, College matters or activities, staff, students, parents, or other members of the College community through social media.
- c. Use the College's logo or other intellectual property on their own digital spaces.
- d. Invite students or accept student invitations to join personal social networks.
- e. Post images that include students on social media.
- f. Post images that include staff on social media without their permission.

### **5.10. Privacy**

Staff are expected to:

- a. Respect the privacy of others.
- b. Report all breaches or suspected privacy or data breaches to the Principal.
- c. Use or disclose sensitive and personal information of students for the purpose for which it was collected, or with the student or parent / guardian's consent, or to deal with a serious and imminent threat (e.g., a life-threatening, or major accident), or where authorised or required by law (e.g., mandatory reporting).
- d. Take reasonable steps to protect data from loss, unauthorised access, use, modification, or disclosure.

Staff are **not** to:

- a. Photograph or film students or staff without appropriate consent or authority.
- b. Access or modify personal information on family, friends, or colleagues without appropriate authority.



### 5.11. Confidentiality

Staff are expected to:

- a. Observe confidentiality in respect of all information gained through their employment and participation in College activities.
- b. Ensure that matters regarding staff issues, student behaviour and similar are treated with respect and confidentiality.
- c. Only use confidential information in the ordinary course of their employment.

Staff are **not** to:

- a. Disclose to any person, provider, or school any information coming into their knowledge or possession, relating to the College's affairs, which could reasonably be considered confidential.
- b. Make known to any unauthorised person the names, addresses or other personal information of any staff member, student, parent / guardian, or affiliate of the College.
- c. Use confidential information for personal benefit.

### 5.12. Contact with the Board

Staff are expected to:

- a. Refrain from contacting members of the Board directly on a matter associated with the College. Such matters should be addressed to the Principal, unless the matter involves a formal complaint against the Principal. In this instance, a formal letter should be addressed to the Board Chair.

## Acknowledgement

I have read, understood, and agree to adhere to the Staff Code of Conduct.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Adopted By:</b> <b>Date Adopted:</b>	Principal, Mr Mark Ashby 06/12/2016	<b>Date Reviewed:</b> 02/08/2022 <b>Updated:</b> 02/08/2022
<b>Policy Statement Endorsed By:</b> <b>Date Endorsed:</b>	Board 21/09/2022	
<b>To Be Reviewed:</b>	06/2024	