



# SHORE

## STAFF CODE OF CONDUCT

### Introduction

#### Intended use

This *Code of Conduct* is provided by the School so that staff can carry out their duties and responsibilities in a cordial, collegial and professional atmosphere that ultimately serves the School's core purpose (education).

This *Code* accordingly contains comprehensive guidance (and ultimately directions) to staff as to the standards of behaviour expected by the School.

This *Code* is intended to be made available to all staff of Shore School at the commencement of their employment, engagement or involvement with the School and is otherwise available to staff on Complispace.

All staff must familiarise themselves with and comply with the *Code*.

#### Definitions

For the purposes of this *Code*, '*staff*' and '*colleagues*' means employees (whether employed on a permanent, temporary or casual basis), university and work experience students on placement, contractors, and volunteers employed or engaged by the School.

Where this *Code* refers to the School community, this includes the School's Council, Headmaster, staff, students, parents, caregivers and alumni.

Where this *Code* refers to '*the Headmaster*' or '*Director of Business*', it should be read that the Headmaster is identified in relation to teaching staff at the School and the Director of Business in relation to support services staff.

Where the *Code* refers to '*Deputy Head*', it should be read that this refers to the Deputy Heads in the Senior School, the Head of the Preparatory School or the Head of Northbridge Campus.

#### Preface

The aim of this *Code* is to outline the standards of behaviour expected of all staff of the School. Our expectations are underpinned by:

- a. the School's paramount consideration, which is the care, safety and welfare of its students;
- b. the School's values, Christian foundation and purpose;

- c. the School's core purpose, which is to provide an education which enables each of its students to achieve their personal best; and
- d. respect for the School and members of the School community.

The School encourages staff to adopt positive behaviours, and recognises there will be times when staff make mistakes and poor decisions. At the same time however, the School must enforce certain standards to ensure its success, and the care, safety and welfare of the School community. Consequences, including disciplinary action, form part of the School's response when staff fall short of the School's standards.

This *Code* ensures that staff understand:

- a. The general standards of conduct and performance (referred to in this *Code* as 'behaviour') that are expected from all staff at the School.
- b. Examples of staff behaviour that fall short of the School's standards.
- c. The obligations on staff to take responsibility for their own behaviour, both at and outside school, and to work with the School and colleagues cooperatively to achieve a productive, respectful and safe school environment and workplace.
- d. How the School responds to concerns about staff behaviour.

This *Code* does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Indeed, the School has many policies, procedures and rules which set out the School's expectations regarding staff behaviour (which continue to apply). Accordingly, this *Code* sets out general expectations of the standards of behaviour required.

This *Code* places an obligation on all staff to take responsibility for their own behaviour and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

### Who has to comply with the Code?

This *Code* applies at all times, to all staff for the duration of their employment, engagement or involvement with the School. The application of this *Code* is not limited to the School's grounds and operating hours. Indeed, this *Code* also extends to situations when staff are:

- a. On School grounds.
- b. At any school-related activities and events (including speech nights, parent/caregiver-teacher interviews, camps, and similar activities or events held by or in connection with the School).
- c. Representing the School, including when off-campus or in a digital environment.
- d. Travelling to and from the School, as well as to and from off-site activities or events.

- e. Wearing School logos or uniform (including staff name badges).
- f. Upholding the School's or a staff member's legal duty of care owed to students.
- g. Otherwise engaging in behaviour which in the reasonable opinion of the School may adversely affect student health and safety, student relationships, staff health and safety, staff-student relationships, perceptions regarding a staff member's professionalism, a staff member's relationships with other members of the school community, or the reputation of the School.

In some cases, this *Code* will apply to staff interactions with former students.

By accepting employment, engagement or involvement with the School, you must be aware of and comply with this *Code*.

### Contractors and volunteers

Contractors, consultants and volunteers working with the School must be aware of this *Code* and conduct themselves in a manner consistent with the behaviour described in it. Behaviour that is not consistent with the behavioural expectations set out in this *Code* may result in the engagement of a contractor, consultant or volunteer being terminated.

Distribution of this *Code* to volunteers and contractors will be the responsibility of the staff member supervising the proposed activity. If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the School's expectations of behaviour during the period of their engagement.

### General

This *Code* is not intended to be contractual in nature and rather, is intended to be practical, non-adversarial and non-legal. This *Code* does not impose any contractual obligations on the School and does not form part of a staff member's contract or terms of employment. The School reserves the right to vary, replace or withdraw this *Code* from time to time.

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

To the extent of any inconsistency between this *Code* and any of the School's other policies, procedures and rules, the expectations and processes set out in this *Code* shall prevail. In this respect, this *Code* should be regarded as an overarching summary of the School's expectations and processes regarding staff behaviour.

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

## What is expected of you as a member of staff at Shore?

### The School's commitment to promoting positive behaviours

The School is focused on helping staff develop behaviours which contribute positively to the success of the School. Accordingly, **Table 1** sets out behaviours that all staff at the School are expected to 'Do':

TABLE 1 - DO	
<ul style="list-style-type: none"> <li>• Conduct themselves at all times, both personally and professionally in a manner that upholds the Anglican ethos, reputation and values of the School</li> <li>• Be aspirational, and strive for excellent in all aspects of their professional life</li> <li>• Carry out their duties in an ethical, professional, responsible, competent and conscientious manner</li> <li>• Seek opportunities to improve their knowledge and skills, including by participating in relevant professional development, school-related learning activities and staff meetings</li> <li>• Act honestly and in good faith in fulfilling their duties and responsibilities</li> <li>• Ensure that their interactions with others reflect the School's values</li> <li>• Model appropriate behaviour for the School's students</li> <li>• Be collaborative, courteous, respectful and prompt in dealing with other people in the school community (and when otherwise representing the School, whether formally or informally)</li> <li>• Respect the School's property, and the property of other members of the school community</li> <li>• Act in accordance with the School's reporting obligations (including as detailed in the Child Protection Policy),</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar and comply with all School codes of conduct, directions, policies, procedures and rules</li> <li>• Act ethically and responsibly</li> <li>• Be accountable for their actions and decisions</li> <li>• Be familiar and comply with any legal, industry or professional requirements that apply to a staff member's duties and responsibilities (including under work health and safety laws)</li> <li>• Perform their duties and responsibilities to the best of their ability and be accountable for their performance</li> <li>• Follow reasonable instructions given by their supervisor or delegate</li> <li>• Comply with the School's lawful and reasonable directions and all legislation applicable to their position</li> <li>• Support the delivery of high-quality education to the School's students</li> </ul>

as well as any obligations which apply to them personally	
-----------------------------------------------------------	--

**Behaviour that may fall short of our expectations**

As in any school, there are a range of staff behaviours which fall short of the School’s standards.

These include behaviours which:

- a. Are contrary to the DO behaviours set out above.
- b. Are one of the DO NOT behaviours set out in **Table 2** below.
- c. Are contrary to the School’s other codes of conduct, policies, procedures and rules.
- d. Are contrary to the School’s values.
- e. Are contrary to the expectations set out in a staff member’s employment contract or offer of employment.
- f. Are contrary to any legal, industry or professional standards that may apply to a staff member.
- g. Otherwise pose risk to the care, safety and welfare of a member of the school community.

<b>TABLE 2 - DO NOT</b>	
<ul style="list-style-type: none"> <li>• Act contrary to the expectations outlined in:               <ul style="list-style-type: none"> <li>○ Table 1 – ‘DO’ behaviours</li> <li>○ The Schedules</li> </ul> </li> <li>• Engage in disrespectful, rude or insulting behaviour (including but not limited to sarcasm, derogatory remarks, inappropriate familiarity, behaviour that is passive aggressive, threatening or intimidating behaviour, or social exclusion)</li> </ul>	<ul style="list-style-type: none"> <li>• Be abusive, derogatory, threatening, intimidating, discriminatory or use disparaging language</li> <li>• Engage in physical abuse or violence</li> <li>• Intimidate or victimise others</li> <li>• Be aggressive, whether through words, conduct or gestures</li> <li>• Engage in bullying, discrimination, sexual harassment, or vilification (or behaviour that is perceived to constitute any of the above)</li> </ul>

## Questions or concerns about this Code

If staff are uncertain about the scope or requirements of this *Code* (or any other code of conduct, direction, policy, procedure or rule with which they must comply), teaching staff should seek clarification in the first instance from the Deputy Head and support services staff from the Director of Business.

If a staff member is concerned that compliance with a particular aspect of this *Code* is not practical, or otherwise has questions about this *Code*, the staff member should promptly – and before acting contrary to this *Code* – raise the concern with their supervisor or the Headmaster.

## What happens if staff breach the Code?

As a staff member at Shore, you hold a position of trust and are accountable for your actions.

The School's general response to dealing with staff misconduct is outlined below. In summary, the response process involves: understanding the concerns, investigating, making findings, and determining consequences.

### Reporting

Staff are encouraged to be upstanders, as it is no longer appropriate to be a bystander to the unacceptable behaviour of others. It is expected that all staff will promptly report any concerns or information about possible breaches of this *Code* (whether by themselves or colleagues) to their supervisor or the Headmaster.

Staff should similarly report possible breaches of the *Code* by themselves to the Headmaster or Director of Business. In this regard, the School values accountability and insight.

Staff should be familiar with the School's *Protected Disclosure Policy* which establishes procedures through which individuals can report suspicions of illegal, unethical or other appropriate activity and receive protection. This policy applies to Council members, staff, contractors, students, volunteers and to any person or related organisation that acts for or represents the School and its related entities.

The School strongly supports good faith reporting of behaviour that appears to be illegal, unethical, corrupt or otherwise not in accordance with the standards the School expects of its staff.

### Interim measures

The School has discretion to implement interim measures it considers appropriate in the circumstances pending the outcome of an investigation (see below) about a staff member's alleged behaviour. This may include circumstances where the School forms concerns:

- a. That a staff member has or may have breached this *Code* (or otherwise, the School's other directions, codes of conduct, policies, procedures, rules or values).

- b. About the staff member's health and wellbeing.
- c. About the health and wellbeing of other students or staff.
- d. Of a nature that the School considers it appropriate to exercise its direction to implement interim measures pending the outcome of any inquiries.

Interim measures may include (but are not limited to) suspending a staff member with or without pay whilst the School conducts an investigation, and/or providing interim directions.

### Investigation

The School will investigate breaches of this *Code* in accordance with principles of procedural fairness. In the context of this *Code*, procedural fairness primarily means affording a staff member an opportunity to be heard regarding any specific allegations about a staff member's behaviour before a decision is made about what (if any) consequences are warranted.

The School recognises that all individuals can make mistakes. However, where concerns about a possible breach of this *Code* arise, the School expects the staff member concerned to demonstrate a commitment to the School's standards and values by displaying cooperation, accountability, insight and transparency.

After completing enquiries and considering the available information, the School is responsible for determining when behaviour of a staff member falls short of the School's standards, and warrants consequences. The final decision regarding such matters rests with the Headmaster.

Where inconsistent accounts from investigation participants are received, the School will endeavour to resolve these. Nonetheless, it is open for the School to make findings in situations where there is incomplete, inconsistent or ambiguous information" on the basis of the information available.

### Consequences

Actions that may be taken by the School in respect of a breach of the *Code* may include management or remedial action, training or disciplinary action ranging from a warning to termination of employment. The School will reserve the right to determine the response to any breach of this *Code*.

The consequences of inappropriate behaviour and breaches of this *Code* will depend on the nature and seriousness of the breach, any other relevant considerations (including whether the behaviour is isolated or repeated, the context in which the behaviour occurred, and the consequences and risks created by the behaviour).

Ultimately, any consequences which involve a staff member's ongoing employment require that there remain trust and confidence in a staff member's capacity and willingness to uphold the standards outlined in this *Code*.

The final decision regarding consequences rests with the Headmaster.

### **Communication and implementation**

This *Code* is available to staff as part of the School's internal policies and procedures. Aspects of (and updates to) this *Code* will be addressed in the School's professional development updates, training programs, briefings and bulletins.

To properly implement this Code:

- a. The School will review this Code as part of the School's regular review cycle (or more frequently, including in response to legislative amendments, an incident, changes to the School's internal procedures or practices, or otherwise as requested by the Headmaster).
- b. Periodic training and refresher sessions on this Code are provided to all staff.
- c. All staff must ensure that they abide by this Code and assist the School in implementing the Code.





## SCHEDULES

- SCHEDULE 1: Student Safety**
- SCHEDULE 2: Professional Boundaries**
- SCHEDULE 3: Duty of Care and Supervision**
- SCHEDULE 4: Work Health and Safety and Respectful Workplaces**
- SCHEDULE 5: Appropriate Use of Electronic Communication and Social Networking Sites**
- SCHEDULE 6: Alcohol, Drugs, Tobacco and Illicit Substances**
- SCHEDULE 7: Dress and Appearance Standards**
- SCHEDULE 8: Conflicts of Interest, Gifts, Benefits and Bribes**
- SCHEDULE 9: Communications, Media, Privacy and Protecting Confidential Information**

## CODES OF CONDUCT, POLICIES, PROCEDURES AND RULES

Other relevant codes of conduct, policies, procedures and rules include:

- Child Protection Policy
- Working Together Policy: Discrimination, Harassment and Bullying Statement
- Privacy Policy
- Health and Welfare Safety Policy
- Student Medication Policy
- Conflict of Interest Policy

### SCHEDULE 1 – STUDENT SAFETY

This Schedule operates as a child safety code of conduct and should be read in accordance with the School's *Child Protection Policy*.

#### Commitment to student safety

The School is committed to protecting its students from all aspects of harm and has established strategies, practices, policies and procedures to uphold its public commitment to student safety and wellbeing.

The School takes a zero tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse). Accordingly, this Schedule:

- a. Clearly establishes a list of acceptable and unacceptable behaviours by members of the school community towards our students, with the ultimate aim of protecting such students from harm.
- b. Offers guidance to School staff and informs them of considerations relevant to personal, professional and ethical decision making.
- c. Serves to protect our students, reduce any opportunities for abuse or harm to occur, and promote student safety and wellbeing in our School environment.
- d. Provides guidance on how to best support students and how to avoid or better manage difficult situations.

### Student protection

Specifically, staff will:

DO
<ul style="list-style-type: none"><li>• Promote the care, safety and welfare of students.</li><li>• Behave as a positive role model to students, including through words, conduct and actions.</li><li>• Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.</li><li>• Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.</li><li>• Treat all students and members of the school community with courtesy and respect (including by modelling positive, impartial, professional and respectful behaviour and relationships and acting in a manner that sustains a safe, educational and pastoral environment for students).</li><li>• Take all reasonable steps to protect students from harm (examples of which include, but are not limited to bullying, child abuse, discrimination, grooming, sexual harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).</li><li>• Be aware of and alert to risk factors related to and indicators of harm in students, and where appropriate, report such risks or indicators to the <b>Headmaster, a member of the Executive Team, Housemaster</b> and the relevant</li></ul>

authorities.

- Provide appropriate supervision for students with regards to age, individual needs and the specific environment.
- Ensure, as far as is reasonably practicable, that staff are not alone with students unless it is necessary to fulfil the staff member's duty of care or professional duties.
- Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety and wellbeing.
- Respect personal differences (including differences regarding cultures, disability, ethnicity, gender, religion, race, political matters, gender diversity and sexuality) and encourage others to do the same.
- Promote the safety (including physical, social and emotional), participation and empowerment of students with a disability, neurodiverse or who are vulnerable.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students to ensure equity is upheld and diverse needs are respected (for example, by never questioning their self-identification and by recognising the importance of such students relationships with their extended family and community, including Elders).
- Inform and empower all students about their rights, including in relation to safety, information and participation.
- In an online environment, identify and mitigate risks while ensuring students' rights to privacy, access to information, social connections and learning opportunities are upheld.
- Use positive and affirming language toward students.
- Recognise that some students need extra care, and provide those students with support, advocacy or skills for the students to advocate for themselves.
- Encourage students to '*have a say*' and participate, then listen to them with respect. In particular, listen and respond to the views and concerns of students, particularly if they are telling you that they or another student has been abused (or that they are worried about their safety or the safety of another student).
- Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).

- Seek input from families in relation to decisions impacting students, and act to reduce barriers to inclusion taking into account the diverse needs of students and their families.
- Respect cultural, religious and political differences, and encourage others to do the same.
- Help provide an open, safe and supportive environment for all students to interact, and socialise.
- Intervene when students are engaging in inappropriate behaviours towards each other, or towards others.
- Be aware of and alert to the risk factors of behaviour in breach of this *Code* or that otherwise pose harm to students, and promptly report such concerns to the School.
- Where an allegation of child abuse or reportable conduct is made, ensure (as far as it is quickly and reasonably possible) that the student(s) involved are safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of others by not sharing personal information about a student (including any information that could be used to identify a student) unless necessary for their safety or to promote their wellbeing and educational experience. Where it is necessary to share personal information about a student, only do so in an environment where it will be treated confidentially.
- Understand and comply with the School's recordkeeping obligations.

However, staff must not:

### DO NOT

- Engage in any form of inappropriate behaviour towards students (including by engaging in bullying, child abuse, discrimination, grooming, sexual harassment, victimisation, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct or victimisation) or expose students to such behaviour.
- Create a circumstance that places a student at risk of the behaviour described above.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious or significant emotional or psychological harm.

- Use prejudicial, oppressive behaviour or inappropriate language with or in the presence of students.
- Promote personal views on cultures, disability, ethnicity, gender, religion, race, politics, gender diversity or sexuality in the presence of students (unless a valid professional context arises) or discriminate against any student based on such matters.
- Engage in open discussions of a mature or adult nature (such as those that are not professional or age appropriate, or which otherwise involve a staff member's personal views or personal life) in the presence of students without a valid professional context.
- Take, publish or disseminate (including online) photos, movies, videos or recordings of a student without parent or caregiver's consent.
- Use inappropriate language, jokes or gestures in the presence of students.
- Post online any information about a student that may identify them such as their: name, age, email address, telephone number, residence, school, or details of any association, club or group they may be affiliated with.
- Ignore or disregard student safety and wellbeing concerns (including allegations of actual or suspected child abuse of reportable conduct).
- Consume alcohol in the presence of students, unless at an official School function at which alcohol consumption by staff has been approved by the Headmaster.

### Responding to student safety concerns

Staff are required to comply with their reporting obligations under law and under any applicable School procedures.

If no specific reporting procedure is specified for a certain issue, staff must:

- a. Where an allegation of child abuse is made: ensure as quickly as possible that the student involved is safe.
- b. If staff have immediate concerns for a student's safety; call the Police on 000.
- c. Report any actual, alleged or suspected reportable or unlawful conduct, breach of any School code of conduct, direction, policy, procedure, or rule, or any other student safety concern to a Deputy Head or the Headmaster.

It is not acceptable, or consistent with the School's values, for staff to not report an issue simply because they were not directly involved (or because they only became aware of an issue outside

the course of their employment with the School). Every member of staff has a role to play in ensuring that the School's standards are upheld, particularly where student safety and wellbeing issues are involved.

### Required reporting

Staff members are required to report certain information to the School.

All members of staff are required to inform the Headmaster or Director of Business if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). Staff must also inform the Headmaster or Director of Business if they become the subject of an Apprehended Violence Order (or equivalent) or any other family violence intervention order issued by a court of competent jurisdiction.

If, through employment with the School, a staff member becomes aware of a serious crime committed by another person, that staff member must report it to the Headmaster or Director of Business, who may be required to inform the police.

Staff must report to the Headmaster:

- a. any concerns that they may have about the safety, welfare and wellbeing of a child or young person;
- b. any concerns they may have about the inappropriate actions of any other staff member, contractor or volunteer that involves children or young people;
- c. any concerns they may have about any other staff member, contractor or volunteer engaging in reportable conduct or any allegation of reportable conduct that has been made to them;
- d. if they become the subject of an allegation, investigation or concern that may impact your ability to hold a Working with Children Check (or equivalent) or valid teaching registration;
- e. if they become aware that a staff member, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving reportable conduct;
- f. if, through their employment at the School, they become aware of any crime involving theft, violence or a sexual offence committed by another person; and
- g. if they become the subject of allegations of reportable conduct whether or not these relate to the staff member's employment in the School.

Staff should refer to the School's *Child Protection Policy* for further information about these

obligations.

Please note that teachers and other members of staff have mandatory reporting obligations under the *Children and Young Persons (Care and Protection) Act 1998* (NSW) where they have reasonable grounds to suspect a child under the age of 16 years or a young person between the ages of 16 and 18 is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child or young person. Staff should refer to the School's ***Child Protection Policy*** for further information about these obligations.



## SCHEDULE 2 – PROFESSIONAL BOUNDARIES

### Introduction

This Schedule should be read in conjunction with the School's *Child Protection Policy*.

Staff must act professionally, including by maintaining professional boundaries, at all times, when interacting with students. The relationship between a staff member and a student is not equal. Teachers in particular are in a unique position of trust, care, authority and influence with students, which means that there is always an inherent power imbalance between a Teacher and the School's students.

It is not possible for the School to definitively identify all possible circumstances in which a staff member may cross professional boundaries. Accordingly, this Schedule is designed to make certain expectations clear, and otherwise provide guidance and raise awareness about certain issues and situations where professional boundaries may be crossed.

There is no definitive source on where professional boundaries are drawn in relation to interactions between staff and students. Behaviour may cross professional boundaries because:

- a. It constitutes an actual abuse of a staff member's position of trust and authority over a student (e.g. child abuse and grooming).
- b. It involves the creation or perception of a personal or 'special' relationship between a staff member and a student (e.g. giving gifts or providing preferential treatment).
- c. It creates a situation whereby a student is more susceptible to inappropriate behaviour by others (e.g. asking students to keep secrets).
- d. It was unnecessary as part of a staff member's professional duties.
- e. It was contrary to the School's codes of conduct, directions, policies, procedures and rules.
- f. It was contrary to community standards.

In this regard, staff need to understand that behaviour may cross professional boundaries even if there is no romantic or sexual element to it.

Some conduct (e.g. child abuse and grooming) is obviously unacceptable. In other cases, staff must take personal responsibility (and will be held accountable) for exercising professional judgment to ensure that appropriate boundaries are maintained, and that all interactions have a valid professional context. At all times, staff must err on the side of caution in deciding whether certain behaviour may cross professional boundaries.

This means that staff must:

- a. exercise good judgment;
- b. consider carefully the implications and potential consequences and risks of certain actions; and
- c. prioritise a student's own needs (including education, care, safety and welfare).

There may be limited circumstances where behaviours discouraged in this Schedule may be undertaken for legitimate and laudable reasons. For example, a staff member sharing limited details a personal experience for the specific purpose of encouraging a student to open up about a similar experience so that they can receive pastoral support from the School.

However, a key theme of professional boundaries is ensuring that any behaviour which may raise questions is as transparent as possible (e.g. with approval from the Headmaster).

Questions which staff may wish to ask themselves when deciding whether a certain interaction with a student is appropriate, or perhaps warrants a discussion with the School leadership, include:

- a. *Do the School's codes of conduct, directions, policies, procedures and rules have anything to say about my behaviour?*
- b. *Am I dealing with a particular student differently from the way I deal with other students under the same circumstances?*
- c. *Would I be acting primarily for the student's benefit, or my own?*
- d. *Would I engage in the same behaviour if the Headmaster was present?*
- e. *Is it possible that my behaviour may be perceived negatively by others?*

### Be vigilant

Staff must not:

- a. Engage in conduct that shows, or that can be interpreted as showing, a personal rather than a professional interest in a student.
- b. Encourage or maintain a personal rather than professional relationship with any student.
- c. Hold conversations with a student of an intimately personal nature where they disclose information about themselves.
- d. Engage in sensitive conversations with students. In saying this, staff may, as part of their pastoral care role, sometimes be required to engage in sensitive discussions with students. However, staff must be extremely cautious about making personal comments about a student or asking questions that probe a student's sexuality or relationships.

- e. Give gifts or other benefits (whether monetary or non-monetary) to students.
- f. Invite students to their home.
- g. Visit students at their home.
- h. Attend parties or socialise with students.
- i. With the exception of those specifically engaged by the School as tutors or coaches, engage in tutoring or coaching students from the School.

Staff can maintain professional boundaries by:

- a. Promoting the care, safety and welfare of students.
- b. Not making physical contact with students without a necessary and valid professional context (e.g. to protect a student from imminent harm).
- c. Ensuring all communications with students have a valid professional context, and occur via authorised School channels.
- d. Not being alone with students unless it is necessary to fulfil a staff member's duty of care or professional duties.
- e. Not holding conversations with a student of an unnecessarily personal nature (including those relating to sexuality or a student's relationships).
- f. Not unnecessarily sharing personal information with students.
- g. Not sharing food with students in a one-on-one context.
- h. Not engaging in any behaviour which may pose a risk to the care, safety and welfare of students (including bullying, child abuse, discrimination, emotional or psychological harm, physical violence, sexual harassment and sexual misconduct).

### Relationships with students

Staff must not encourage, engage in or maintain a romantic, sexual or overly personal relationship with a student. It is irrelevant whether the relationship is with a student over the age of 18 years, is consensual or non-consensual, or is condoned by parents or caregivers.

It is also important to note that a professional boundaries issue may arise if a staff has a romantic, sexual or overly personal relationship with a former student. Relationships formed during a student's enrolment at the School can create a power imbalance that may continue for a number of years. At the very least, a staff member must not have a relationship of any kind with a former student within two years after they have left the School (regardless of their age).

Staff are reminded that:

- a. the law prohibits sexual relations with a person under the age of consent (16 years); and
- b. the law prohibits sexual relations between a teacher and their student.

Staff must also not engage in grooming and other forms of sexual abuse or reportable conduct.

Should staff form concerns that a student is being overly familiar, seeking to establish a relationship or has a crush on them, that staff member must report their concerns to their supervisor and/or the Headmaster as soon as possible so that a plan can be established to manage the situation effectively and sensitively.

### Meeting with students

Staff should only meet with students for valid work-related purposes (such as counselling or meeting a student on an ad hoc basis to help them with assessments or other school-related issues), and only to the extent that it is necessary to achieve that purpose.

One-on-one meetings should generally only occur where it is not practicable for another staff member to be present (e.g. counselling sessions). Staff should otherwise avoid situations where they are alone in an enclosed space (e.g. in a room with a closed door) with a student.

If staff are meeting or having a private conversation with a single student, then staff should:

- a. Hold the meeting at school, during normal school hours and, wherever possible, generally only in settings where other people are also present in the general area or able to observe the meeting (unless this is not practicable due to the inherent nature of the meeting, for example, a counselling session).
- b. Consider the time and venue carefully to ensure the safety of the student is not compromised, and avoid compromising the staff member and the School.
- c. Ensure that the door is left open where possible.
- d. Avoid locating themselves between the student and the door.

If there are issues complying with the above, staff should notify their supervisor or the Headmaster (preferably before the meeting takes place).

### Transporting students

Staff must not drive a student in their private vehicle unless they have specific permission from the School to do so. In the event of an emergency, staff should exercise discretion (for example, by ensuring that a student sits in the back seat of the vehicle) and subsequently report the matter to their supervisor.

## Confiscation of student property

Students and their belongings should only be searched in the presence of two staff members, with the knowledge of the Headmaster or a Deputy Head (unless a staff member is acting urgently to address a reasonable concern about a serious risk to a student or colleague's health and safety), and in accordance with the School's student behaviour management policies and procedures.

When confiscating personal items, such as mobile phones or hats, staff should ask the student to hand the items to them. Staff should only forcibly take items directly from students in circumstances where the staff member is reasonably concerned about a serious risk to a student or colleague's health and safety.

## Physical contact with students

Staff must not impose corporal or physical punishment on a student, or engage in physical violence.

Staff should minimise physical contact with students and avoid any unnecessary contact. When physical contact with a student is a necessary part of the teaching/learning experience, or to protect a student or others from imminent harm, staff must exercise caution to ensure that the contact is appropriate and necessary.

Physical contact of a limited duration and respectful nature that would generally be acceptable between acquaintances (e.g. high-fiving, shaking hands) may occur. However, staff must refrain from engaging in physical contact with students if there is a chance that it may be perceived as inappropriate by the student or other people.

Under no circumstances should a staff member have physical contact with a student which:

- a. involves contact with a student's genitals or private areas;
- b. could be perceived as romantic or sexual (e.g. touching hair, tickling); or
- c. could be perceived as overly physical (e.g. wrestling, horseplay).

If a student withdraws consent to physical contact (either verbally or by their conduct, e.g. pushing the staff member away), then the staff member should refrain from any further contact; a file note should then be promptly made and forwarded to the Headmaster.

If a staff member is required to touch a student in the course of assessing them for injury or illness, the staff member must advise the student prior to instigating contact and seek (where practicable) the student's consent. Staff should not perform medical assessments on students unless they are qualified and authorised by the School to do so.

If staff are required to restrain a student from self-harm, or harm to others, any reasonable force used must be in accordance with the School's student behaviour management policies and procedures, or a student's individual management plan. Such incidents must be reported to the

Headmaster.

If inadvertent physical contact occurs, and this is significant contact or may involve contact between a staff member and a private part of a student's body (e.g. chest, groin, buttocks), a file note should be promptly made and forwarded to the Headmaster.

Staff should exercise caution when attending to the toileting needs of young children or students with a disability, and ensure that the door remains open where it is appropriate. Where a student requires assistance with toileting due to disability, staff should act in accordance with the student's individual management plan.

### Electronic and private communications with students

Staff must only communicate with students through School channels (i.e. using the School's own email addresses, systems and devices), except where the School has expressly approved otherwise.

Communications with students must always have a valid professional context and use appropriate and professional language. Staff should be particularly careful about the use of emojis; for example, including 'eggplant' and 'love heart' emojis in emails to students would be unacceptable.

Staff should only communicate with students during normal school hours, except where it is not practical to do so.

For example: Sending an email to a student's school email address at night simply attaching assessment results is acceptable. However, sending an email to a student about non-school matters outside school hours, or to a student's private email address, is not acceptable. Similarly, staff should refrain from engaging in back-and-forth emails with students outside school hours, when the discussion could wait until the following day.

Staff must not invite students to join their personal electronic social networking site or otherwise engage with students on social media except through authorised channels (e.g. on the School Facebook page, or where the use of social media for a valid work-related purpose has been approved by the School).

Teachers who have been given permission by the School to integrate social media into their professional practice, must ensure that any personal content associated with a staff member's account is not accessible to students.

Staff must only use students' personal contact details for valid work-related purposes.

Staff must not give out their personal telephone numbers or contact details (including social media contact details) to students, except where the School has expressly approved otherwise.

Staff must not view a student's social media page or platform, nor should they connect, interact or

correspond with students on social media (regardless of who initiated the contact).

### Photography and video recordings of students

School photography and video recordings, including photographs of students, are only allowed with the Headmaster's approval.

### Staff are entitled to personal lives

The School recognises that many staff have children of their own, and in any case will socialise with other adults who may have children, who are enrolled as students. Such staff will have legitimate reasons for socialising around, and on occasion with, those students.

This Schedule is not intended to interfere with a staff member's right to a private life or to provide socialisation with friends and family. However, working at the School requires a serious commitment to student safety. Furthermore, Teachers are always in a position of trust and authority with their students, whether they are interacting with the students in or outside the school setting.

Accordingly, in all aspects staff are expected to conduct themselves in a way consistent with this Schedule, including by avoiding in private and social situations (including on social media) behaviour which could be perceived as contrary to this *Code* or involving a risk to student safety or wellbeing.

For example:

- a. A staff member's interaction with a student in the course of carrying out their duties and responsibilities to the School should always strictly comply with this *Code*.
- b. Staff should refrain from transporting students other than their own to and from work, or during the workday, even if they are friends with the student's parents or caregivers. Where this is necessary, permission should be obtained from the Headmaster.
- c. Social contact with a student, who is not a family member, should arise from a social relationship with the student's parents or caregivers (rather than from a social relationship with the student directly). Staff should avoid being alone with a student in these situations, or communicating electronically or online with a student, without the parent or caregivers' knowledge and consent.
- d. Staff should conduct themselves in a way that will not give others reason to question whether they are crossing professional boundaries with a student.
- e. Teachers should notify the Headmaster if they become aware they are teaching a relative, or child of a close friend or romantic/sexual partner. This is necessary to enable the School to manage any conflicts of interest which may arise and is not necessarily a reflection on the staff member's professionalism.

- f. Children of staff members may only be in the staff or Common room if it is outside normal work hours (e.g. dinner time for when a function is on).
- g. Children of staff members should not be in shared staff offices.

### Managing a concern that your actions may have crossed professional boundaries

Staff should report to their supervisor or the Headmaster any concern that their own behaviour, the behaviour of a student towards that staff member, or the behaviour of another staff member, has (or may have) crossed professional boundaries as soon as possible so that a plan can be developed to manage the situation appropriately. This includes, for example, situations where a staff member is concerned that a colleague may be too close to one student (irrespective of whether there is any 'evidence' of a romantic or sexual relationship).

If a student instigates conduct that crosses professional boundaries, staff must make clear to the student that the conduct is inappropriate. If the student continues to engage in such conduct, staff should remove themselves from the situation once they have made sure that doing so will not pose a safety risk to the student (e.g. if the student would otherwise be left unsupervised).

## SCHEDULE 3 - DUTY OF CARE AND SUPERVISION

Staff have a duty of care to students in their charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.

### Duty of Care

The School and its staff have a legal duty of care to students. The School has a legal duty of care to students whilst they are involved in School activities, or present for the purposes of being involved in school activities.

This duty extends to taking:

- a. Reasonable measures, with regard to all the circumstances, to protect students from risks of harm and injury that should have been reasonably foreseen.
- b. Reasonable care that any student (and other person) on the School's premises will not be injured or damaged by reason of the state of the premises or of things done or omitted to be done in relation to the premises.

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.

This requires not only protection from known hazards, but also protection from harm that could foreseeably arise and against which preventative measures can be reasonably taken.



Teachers owe a special duty of care toward students. The standard of care required is that of a 'reasonable' teacher. This means that the duty of care owed is the duty one would expect from a hypothetical teacher with normal skills and attributes exercising their professional judgment. The duty owed to students is not an absolute duty to ensure that no harm will ever occur, but a duty to take reasonable care to avoid foreseeable harm being suffered.

All staff must behave in a way that is consistent with the School's duty of care to students. Staff must ensure that their own duty of care towards students is also duly discharged.

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

- a. the provision of adequate supervision;
- b. ensuring grounds, premises and equipment are safe for students' use;
- c. implementing strategies to prevent bullying from occurring in School; and
- 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 becomes sick at School.

Staff should exercise professional judgment in ensuring that the standard of care provided is appropriate in the context of the qualifications, skills and expertise of the staff member, and also maturity and ability of the relevant student(s).

Duty of care to students applies during all activities and functions conducted or arranged by the School. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

You should ensure that you are aware of the School's policies on *In School Events, Day Excursions, Overnight Excursions, Overseas Excursions* and any other School policy in which there are requirements with regard to the duty of care for students.

## Supervision

Supervision of students after activities or school and before collection should be appropriate to the age and year level of the students involved:

- a. Preparatory School students must be supervised until they have been collected and supervising staff should remain with any student until collection, or seek advice from the Head of the Preparatory School, Deputy Head of the Preparatory School North Sydney or Head of Northbridge Campus.
- b. Senior School students may be left for collection if they are waiting in a designated place that is a common point of collection, it is within a reasonable time period and there is believed to be no risk to their safety. This includes sports activities and evening rehearsals and performances for such activities as drama, music and debating. It should be established by

supervising staff that each student in these circumstances has an arrangement for collection and a method of communication (e.g. mobile phone) should that arrangement break down.

You should be familiar with and comply with the School's evacuation and lockdown procedures and the supervisory responsibilities therein.

Students should not be left unsupervised either within or outside of class. You should be punctual to class and allocated supervision.

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. You should not use your mobile phone or becoming distracted chatting with colleagues or students.

You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the student's Housemaster or the Deputy Head. Additional detail about student bullying is set out in the *Student Bullying Policy*.

Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact the Medical Centre for the North Sydney campus or the reception areas for the Northbridge K1-2 and ELC campus. A Student Injury/Incident Report should be completed and submitted to the student's Housemaster (Senior School), Head of the Preparatory School or Head of Northbridge Campus.

You should ensure that you understand and comply with the School's policy in regard to the storage and administration of prescribed medication to students as set out in the *Student Medication Policy*.

## SCHEDULE 4 - WORK HEALTH AND SAFETY AND RESPECTFUL WORKPLACES

### Work Health and Safety

Staff must comply with their obligations under work health and safety laws. Staff have a responsibility under work health and safety legislation to take care of their own health and safety at work. It is also the responsibility of staff to ensure that their activities do not create risk to the health and safety of themselves, their co-workers, students or other persons that staff may come into contact with at work.

Considerations of safety relate to both physical and psychological wellbeing of individuals.

Staff should ensure that they are aware of the School's *Work Health & Safety Policy*. Further information can be found in this policy.

Staff are expected to complete mandatory compliance training on this topic.

### Bullying, Discrimination, Sexual Harassment and Victimisation

The School expects staff to treat each other with respect and courtesy. Our daily interaction with others reflects on the School's reputation. Therefore, all staff are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, caregivers, other staff and members of the community.

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

Similarly, it is important for you to treat your colleagues, other staff, contractors, students and parents and caregivers with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other staff, contractors, students and parents and caregivers is unacceptable. 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.

The School does not tolerate bullying or unlawful discrimination, sexual harassment and victimisation. Please refer to the School's *Discrimination, Harassment and Bullying Policy* for further information. Please note that unlawful discrimination, sexual harassment or victimization may constitute an offence under the *Anti-Discrimination Act 1977* (NSW) or federal discrimination legislation. Bullying may also be a breach of your personal obligations under Work Health and Safety legislation or your duty of care at common law.

If you believe you are the victim of bullying, discrimination or sexual harassment you can:

- 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 a senior member of staff in the first instance to seek guidance on how to do this; and/or
- b. raise the issue as a grievance in accordance with the School's ***Discrimination, Harassment and Bullying Policy*** with the Headmaster or Director of Business, as soon as possible after the incident(s) have occurred.

The School takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.

If you lie about or exaggerate a complaint, the School will view this as a very serious matter, and you may be disciplined or dismissed.

## SCHEDULE 5 - APPROPRIATE USE OF ELECTRONIC COMMUNICATION AND SOCIAL NETWORKING SITES

This section should be read in conjunction with the following policies and guidelines:

- a. *ICT acceptable Use Policy (Staff)*
- b. *Email Guidelines*

### Use of ICT Resources

The School provides ICT resources of a high quality to maximise teaching and the educational experience. It is also used for administrative purposes and data storage, transmission and collection.

The School 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.

ICT resources include, but are not limited to: internet, email, instant messaging, voicemail, social media, fax, scan, all School supplied computers and software, digital cameras, mobile phones, tablets, USB memory sticks and other storage devices, and associated resources and facilities.

### Etiquette

Electronic communication is rapidly replacing written communication as a primary means of communication. As such, care should be taken to ensure that the content, form, grammar and spelling of all electronic communications meets the professional standards of the School.

Staff must exercise caution and diligence in the transmission of messages. Electronic communication should not be used to send any message the author would not want viewed by an outside party. Staff must also be conscious of their obligations under the School's other policies and procedures regarding the appropriate use of the School's ICT resources.

Accordingly, staff must:

- a. Exercise good judgment when using electronic mail, following the principles of ethical behaviour;
- b. use appropriate and professional language in electronic mail messages;
- c. be 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 send messages that are harassing, discriminatory, defamatory, threatening, abusive or

obscene;

- e. not invite students into their personal social networking site or accept an invitation from a student to theirs;
- f. not use social networking sites to email or contact students;
- g. remember transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- h. report any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

### Authorised use

Approval must be sought before connecting privately owned ICT resources to the School's networks to avoid the risk of malware and security breaches.

### Unauthorised use

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

- a. cyberbullying;
- b. sexually related or pornographic messages or material;
- c. violent or hate-related messages or material;
- d. racist or other offensive messages aimed at a particular group or individual;
- e. materials that harass, discriminate against, intimidate, threaten or offend;
- f. malicious, libellous or slanderous messages or material; or
- g. subversive or other messages or material related to illegal activities;
- h. materials and/or messages that reflect negatively on the School; and
- i. that otherwise contravenes this policy and any other policy of the School.

All ICT resources (including communication systems) must be used for legitimate purposes. ICT resources must not be used for commercial/business communications/transactions unless they are authorised by the School. Personal usage does not include any usage for any business, organisation or commercial purpose.

### Social Media and Networking

The School makes a distinction between social media networking, and professional networking.

Social media networking has become an integral part of society, but is an area where a number of issues and risks arise. The School requires employees to take great care in order to act in the best interests of the School when participating in social media.

Social media includes social media networks (such as but not limited to Facebook, Twitter, Snapchat, WhatsApp and MySpace), video/photo sharing sites (such as but not limited to YouTube, Instagram and TikTok), chat rooms, video chat (such as but not limited to Skype, Microsoft Teams and Zoom), online forums and discussion groups, wikis, blogs, micro-blogging tools (such as but not limited to Tumblr) and any other website that facilitates the:

- a. publishing of user generated content and opinion (such as traditional media news websites);
- b. opportunity to connect with others online;
- c. creation and sharing information and ideas; and
- d. development of relationships and networks.

Facebook and other social media sites should not be used during working hours 8.00am – 4.00pm. It is not acceptable to use social networking to communicate with students or recent school leavers (within the last two years). All material placed on social media sites should be regarded as public and potentially available to all. The School's intranet Lampada provides the capacity to network and connect internally within the school community.

Professional networking (such as but not limited to LinkedIn) may be used to establish and maintain professional networks for school-related purposes (including the advancement of your school-related profession. However, staff must not use professional networking to communicate with students (or recently-departed alumni) in a manner inconsistent with this code.

#### Use of School's social media, electronic communication and information resources

Staff must not use the School's ICT resources to access social media, unless they have prior permission from their supervisor and access is for:

- a. teaching;
- b. pastoral care within the School's pastoral care framework; or
- c. educational purposes.

Personal use of social media by a member of staff in their private capacity and using their own computer systems and equipment is not a matter covered by this clause.

#### Communications with current students and current parents and caregivers

Staff must not use social media to connect or communicate with current students and current parents or caregivers unless they have prior permission from their supervisor and communication is for:

- a. teaching;
- b. pastoral care within the School's pastoral care framework; or
- c. educational purposes.

### Communications with former students and former parents or caregivers

Staff are advised that there should be no unauthorised contact with former parents, caregivers and students and should seek guidance from the School as appropriate for approval before communicating with alumni on social media.

### Disclosure of confidential and/or sensitive information

Staff must not, under any circumstances, disclose or refer to any information through social media that relates to the School, students or colleagues that is confidential, proprietary or privileged.

### Abuse, disparagement, bullying and harassment over social media

Staff must not, on social media:

- a. abuse, defame, disparage or speak disrespectfully about the School or members of the school community; or
- b. bully, harass or make discriminatory remarks about members of the school community

Staff should refer to the *Discrimination, Harassment and Bullying Policy* and consult with the Human Resources Manager and/or Student Safety Officer for further guidance.

### Communicating on behalf of School

Staff must not speak on behalf of the School, or imply that they are speaking on behalf of the School, on social media.

In some circumstances, the Headmaster may give authorisation for a staff member to speak on behalf of the School. In such circumstances, prior written authorisation from the Headmaster is required.

### Privacy settings

Staff are reminded that they should not have any expectation of privacy on social media. Even if it is intended that content be private, it may unintentionally enter the public domain and be viewed by colleagues, the media, students and families of students.



Inappropriate content and information on social media, which is capable of being connected with the School, may adversely affect the School, a student or a colleague.

### Encryption

Encrypted communication and messaging systems can be used by staff for the purposes of expedient and secure communications. However, school-related communications should always be accessible to relevant staff (including the school leadership). Encrypted systems are not appropriate when communicating with students.

## **SCHEDULE 6: USE OF ALCOHOL, DRUGS, TOBACCO AND ILLICIT SUBSTANCES**

### **Overview**

Work Health and Safety is of fundamental importance to the School. Maintaining a safe work environment requires everyone's continuous cooperation. Work and duty includes normal teaching and supervision duties during school hours, after school activities and duties for residential staff.

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 you or any other person's health and safety.

### **Use of Alcohol, Drugs and Tobacco**

In this Schedule, 'drugs and alcohol' includes tobacco, cigarettes or e-cigarettes, personal vaping devices (regardless of whether these contain nicotine), drugs and alcoholic substances (including any beverage or product with a labelled percentage of alcohol measurement), and any other illegal, illicit or harmful substances, and related paraphernalia.

#### **Smoking**

The School is a smoke-free environment. Smoking by staff is not permitted at the School (or any School-related activity or event), in School vehicles, or when performing School-related duties and responsibilities (including outside of the School premises, when wearing School attire, or representing the School).

#### **Alcohol**

Alcoholic substances may only be served or consumed at the School (or any School-related activity or event) with the Headmaster's prior approval. Such approval is subject to the responsible consumption and service of alcohol.

In any case, staff are required to have a blood alcohol level of 0.0, and not be under the influence of alcoholic substances, during school hours, when in School vehicles, or when performing school-related duties and responsibilities (including where a staff member has a continuing responsibility for students, such as during camps and excursions).

#### **Over-the-counter and prescription medication**

Staff must ensure that their capacity to perform their School-related duties and responsibilities is not impaired by the use of over-the-counter prescription medication in line with medical advice, and that the use of these and other substances does not put at risk any person's health and safety.

Staff must promptly notify a supervisor if aware that the staff member's conduct or work performance may be adversely affected by over-the-counter prescription medication.

## Do's and Do Not's

As a staff member of Shore, you must:

- a. not use or be under the influence of drugs and alcohol when attending the School (or a school-related activity or event), when in School vehicles, or when performing School-related duties and responsibilities (including where a staff member has a continuing responsibility for students, such as during camps and excursions);
- b. not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work or on duty. Alcohol may only be consumed on School premises at official School events;
- c. not bring onto School grounds (or to any School-related activity or event), possess, sell or supply drugs and alcohol, including at recognised and endorsed School and Common Room functions. Alcohol may only be consumed by residential staff when not on duty, in private areas and not in the presence of students;
- d. not condone, encourage or facilitate students bringing onto School grounds (or to any School-related activity or event), possessing, selling or supplying drugs and alcohol;
- e. notify your Deputy Head or the Director of Business if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- f. take action to resolve any alcohol or other drug-related problems that you have; and
- g. Consult with your Deputy Head, Headmaster or the Director of Business if you are concerned about working with other staff who may be affected by drugs or alcohol.

As a staff member of Shore, you must not:

- a. have illegal drugs in your possession while at work or on duty. Any illegal drugs found on School 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 staff illegal drugs or restricted substances, or encourage or condone their use;
- c. supply or administer prescription or non-prescription drugs to students unless authorised to do so;
- d. take alcohol to School or consume it during School hours or whilst on duty after School hours at any time School students are present. The consumption of alcohol at an officially recognised and endorsed School function may be permitted with the approval of the Headmaster;
- e. purchase alcohol for, give or offer alcohol to, any School student (or to any other person

under the age of 18 years);

- f. encourage the use of alcohol by students of any age at any time;
- g. 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; and
- h. purchase tobacco or tobacco products for any School student, give or offer them tobacco or tobacco products.

### Consequences of Breach

If the Headmaster or a Deputy Head holds a reasonable belief that a staff member has acted in breach of the above requirements, the School reserves the right to require the relevant staff to:

- a. require that staff member to take an immediate drug/breathalyser test; and
- b. inspect the staff member's bag, desk, staff locker, office or other belongings.

Failure to comply with this lawful and reasonable direction may result in summary dismissal.

## **SCHEDULE 7: DRESS AND APPEARANCE STANDARDS**

Staff must dress professionally and in a manner which allows them to perform their duties safely and comfortably, whilst at the same time fitting in with the expectations of the school community.

Staff must not:

- a. Dress in a manner that conflicts with the School's occupational health and safety requirements.
- b. Wear ripped or revealing clothing.
- c. Wear clothing depicting contentious words and graphics.
- d. Expose their midriff.
- e. Wear singlets, blue jeans, or strapless tops.
- f. Display tattoos or excessive piercings (which must be concealed by clothing, cosmetics or other means).

## SCHEDULE 8: CONFLICTS OF INTEREST, GIFTS, BENEFITS AND BRIBES

### Identifying conflicts of interest

Staff must not act in conflict with the School's best interests. Any actual, potential or perceived conflict of interest must be reported to the staff member's supervisor or the Headmaster.

Staff must also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, being unduly influenced.

Private interest can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of the School.

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

Please refer to the School's Conflict of Interest Policy for further information.

### Managing conflicts of interest

When faced with a situation in which a conflict of interest may be present, staff should report any potential or real conflict to a Deputy Head or the Headmaster or Director of Business.

Staff should also report situations where a supervisor or colleague who has an identified conflict is, or may be perceived as, unduly influencing their decision.

### Declaring gifts, bribes and benefits

Staff 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.

Staff are expected to exercise sound judgment when deciding whether to accept a gift or benefit that may exceed the nominal value in this *Code* or otherwise be considered inappropriate.

Staff must not accept any bribe (i.e. anything given in order to persuade a staff member to act improperly or unprofessionally). If staff are offered a bribe (i.e. anything given in order to persuade them to act improperly), staff must refuse it, explain why it is not appropriate, and

immediately report the matter to the Headmaster.

Accepting gifts and other benefits has the potential to compromise a staff member's position by creating a sense of obligation and undermining their impartiality. It may also affect the reputation of the School and its staff. Staff must not create the impression that any person or organisation is influencing the School or the decisions or actions of any of its staff through the acceptance of a gift.

If staff are offered a gift or benefit, they should always consider the value and purpose of a gift or benefit before making any decision about accepting it.

Cash (including cheques or bank deposits) must never be accepted as a gift.

Under no circumstances should a staff member solicit a gift. Staff must not give gifts to students. Any gifts offered by or received from students with more than a token value should be declared to the School.

Significant gifts with a nominal value over \$200 must be reported to the Headmaster who may give guidance as to whether it should be accepted. The Headmaster may further advise how you should record the receipt of such a gift.

Sometimes staff 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 the Headmaster who will determine how the prize should be treated and recorded.

## **SCHEDULE 9: COMMUNICATIONS, MEDIA, PRIVACY AND PROTECTING CONFIDENTIAL INFORMATION**

### **Communication**

Staff are required to comply with the established lines of communication and ensure that their external and internal communications are courteous, respectful and otherwise appropriate to a professional workplace.

Staff should be mindful of their position and knowledge when determining whether and what to communicate to parents and caregivers. Staff must have the authority to communicate as determined by their position and responsibilities and must not communicate about matters beyond their level of authority.

Staff should not disclose information about students or other staff, except in the ordinary course of performing one's duties, and then only to people with a need to know.

Communication via social media, or during private meetings that are not on School premises, is not appropriate.

### **Media enquiries**

All media enquiries must be directed to the Director of Community Engagement and the Headmaster in first instance.

The media should not be given access to students or allowed entry to the School without the express permission of the Headmaster. Staff must not make any comments to the media about the School, or members of the school community without the express permission of the Headmaster.

The Headmaster is authorised by the School Council to speak on behalf of the School. No other member of staff is authorised to do so.

### **Confidential information and privacy**

Staff must:

- a. Be mindful of confidentiality when in discussions with parents or caregivers or other members of the school community. In this regard, staff must not provide a guarantee that confidentiality will be maintained if the matter under discussion requires mandatory reporting.
- b. Not disclose personal information about another staff member to students or parents or caregivers or discuss their work performance, except if authorised by the Headmaster in the context of a grievance resolution.
- c. Understand that all matters discussed in staff meetings and recorded in staff memos or email



are to be treated confidentially and not discussed with students, members of the school community, or the public.

- d. Not engage in unprofessional communication, either verbal or written, with parents, caregivers, students or other members of staff. Further, staff should must not engage in unprofessional gossip either with another member of staff or in groups.
- e. Only use personal information for the work-related purpose it was intended and secure such information against authorised access, use or disclosure.
- f. Not, unless authorised to do so by legislation, disclose or use any personal information without the express permission of the Headmaster.
- g. Make sure that personal information, in any form, cannot be accessed by unauthorised people. In this regard, such information should only be provided to people, either within or outside of the School who are authorised to access the information and do so on a need to know basis.
- h. Make sure that any suspected or known access to the School's confidential information by any unauthorised source is reported to the Privacy Officer. In this regard, confidential information should only be provided to people, either within or outside the School, who are authorised to have access to it.
- i. Not post online any information about a student that may identify them (such as their full name, age, email address, telephone number, residence, school, or details of a club or group they may attend).
- j. Not take or publish (including online) photos, movies or recordings of a student without approval and a valid educational context. In this regard, staff should be mindful about backups and cloud-based storage.

Staff should always exercise caution and sound judgment in discussing the personal information of students, parents, caregivers, 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.

Staff are required to comply with the School's Privacy Policy and must handle any sensitive and personal information in accordance with the School's processes.

### Record keeping

All staff members 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, handle and store records in the School's record systems

- c. Staff must not destroy or remove records without appropriate authority.

Senior Staff have a responsibility to ensure that staff reporting to them comply with their records management obligations.

Staff 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.

Staff must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

### Copyright and intellectual property

When creating material, staff need to ensure the intellectual property rights of others are not infringed by their activities and information is recorded about any third-party copyright/other rights included in the materials used for work purposes.

Advice relating to sharing or licensing the School's intellectual property should be sought from the Headmaster.

Staff cannot give away or assign its intellectual property without the approval of the Headmaster.

If staff develop material that relates to their employment with the School, the copyright in that material will belong to the School. This may apply even if the material was developed in the staff member's own time or at home.

Staff must not use the School's intellectual property (including copyright) for private purposes without obtaining written permission from the Headmaster.