



# **Code of Conduct for School Community Members**

*Foundation for Life*

## Table of Contents

1. Distribution of this policy.....	3
2. Purpose.....	3
3. What is expected of All School Community Members (including employees) at the School?.....	5
3.1 Show Respect for Other People .....	5
3.2 Maintain Appropriate, Child-safe Relationships between School Community Members and Students.....	7
3.3 Appropriately use Electronic Communication .....	9
3.4 Be Responsible in our use of Alcohol, Drugs and Tobacco .....	10
3.5 Respect the Privacy of Others.....	11
3.6 Dress appropriately.....	11
4. Additional expectations of an employee (includes volunteers) at the School....	12
4.1 Report Concerns about Employee Conduct.....	13
4.2 Exercise our Duty of Care.....	14
4.3 Maintain Professional, Child-safe Relationships between Employees and Students.....	14
4.4 Identify and Manage Conflicts of Interest .....	15
4.5 School Employees’ Specific Responsibilities: DECLARE GIFTS, BENEFITS AND BRIBES .....	16
4.6 Protect Confidential Information .....	16
4.7 Maintain Appropriate Records .....	17
4.8 Observe Copyright Laws and Intellectual Property Rights .....	18
4.9 Dress Appropriately as per Section 3 with the following specifications:.....	18
4.10 Abide by the Staff Lifestyle Agreement and Statement of Doctrines and Beliefs	19
5. Acknowledgment of Receipt.....	19

# 1. Distribution of this policy

This Code of Conduct applies to everyone involved at Coast Christian School (the School) (apart from students who have their own Student Code of Conduct), including the following:

- Staff including those employed on a permanent, temporary, casual or other basis
- Volunteers;
- 'School Employees' refers includes all School Members paid or volunteering their time to support students at the School eg School staff, Volunteers (parent helpers, canteen helpers) and Prac teachers;
- Board Members;
- Parents/Guardians/Relatives of students;
- Contractors;
- Consultants;
- Prac Teachers;
- External providers (eg speech therapists, music tuition providers etc);
- Visitors including adults involved in Coast Community Church which shares somewhat the site premises with the School and
- Any other person who comes into contact with children at the School.

For the purposes of this Code, the above are referred to as 'School Community Members'.

## 2. Purpose

At the School, we strive to provide a positive, safe, caring and supportive environment that focuses on the needs and emotional well-being of all staff and students. We are urged to all "walk worthy of the calling with which (we) are called..." (Ephesians 4:1-3) in order that Christ be glorified and that we be living examples of Christ to the School and local community.

This Code of Conduct aims to foster a whole School climate where personal responsibility and self-discipline are developed. This Code does not attempt to provide a detailed and exhaustive list of what to do in every situation. The Code of Conduct clarifies the standards of behaviour that are expected of School Community Members and gives guidance for testing whether a course of action is appropriate or not.

In particular, the Code places an obligation on all School employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and thankful to work and where God is honoured.

Some of the requirements that come under the Code of Conduct are also the subject of specific provisions of various Legislative Acts. If there is any conflict between the Code and the provisions of an Act or Regulation, the provisions of the Act or Regulation will prevail.

By accepting employment with the School or otherwise engaging with the School, you must be aware of and comply with this Code.

Therefore you must:

1. Conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the School;
2. Comply with the School's policies and procedures;
3. Act ethically and responsibly; and
4. Be accountable for your actions and decisions.

Conduct that is not consistent with the conduct set out in this Code may result in discipline of employees or termination of engagement with other community members.

The Principal and any employee responsible for engaging or managing relationships with other community members must make them aware of the School's expectations of conduct during the period of their engagement by providing a copy of this Code.

## **What happens if I breach the code of conduct?**

The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach and who is breaching the Code.

## **Reporting breaches**

All breaches of this Code should be reported to the Principal. If the Principal has breached this Code then the matter should be reported to the Board Chair.

## **Factors when considering action for a breach**

Factors the School may consider when deciding what action to take may include:

- the seriousness of the breach;
- the likelihood of the breach occurring again;
- whether more than one breach has been committed;
- the risk the breach poses to students or other School Community members, and
- in the case of employees, whether the breach would be serious enough to warrant formal disciplinary action.

### **Action taken following a breach**

For employees, actions that may be taken by the School in respect of a breach of the Code include management or remedial action, training or disciplinary action ranging from a warning to termination of employment.

For other School Community Members, the actions that may be taken by the School in respect of a breach of the Code include imposing reasonable conditions on future behaviour and/or terminating the relationship.

The School will reserve the right to determine in its entirety the response to any breach of this Code.

## **3. What is expected of All School Community Members (including employees) at the School?**

As a School Community Member, you are a partner in the School, agreeing to proactively support the health, safety, education and wellbeing of the School students whilst also agreeing to uphold the School's Vision, Mission, Values and Statement of Doctrines and Beliefs, individually and corporately. As such, you should be aware of the School's policies and procedures, particularly those that apply to expectations of all School Community Members such as the Codes and Child Safe Policy. Many of these are available on the School's website: <https://coastcs.nsw.edu.au>; others may be made available to you through enrolment with the School, induction and training and/or upon request at the School Office.

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

***As a School Community Member, you are expected to:***

### **3.1 Show Respect for Other People**

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

- 3.1.2 Employees (including Volunteers such as Parent Helpers) 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 staff and students can have a profoundly positive influence on their personal and social development.
- 3.1.3 It is important for all School Community Members to treat colleagues, other employees, contractors, students and parents with respect. Bullying or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other School Community Members (including employees, contractors, students and parents) 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.
- 3.1.4 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any School Community Member (including employees, contractors, students or parents) on a number of grounds including; sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or sexual orientation or gender identity. Such harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977. In addition, you must not harass or discriminate on the grounds of political or religious conviction.
- 3.1.5 You must not engage in hate speech as defined in Section 93ZAA of the Crimes Act 1900 (NSW) identifying that a person commits this offence when the person
- 3.1.6 publicly and 'intentionally incites hatred towards another person or a group of persons on the grounds of race' and
- 3.1.7 the act would cause a reasonable person subject to the action to 'fear harassment, intimidation or violence' or 'fear for the reasonable person's safety'.
- This offence 'does not apply to an act that consists only of directly quoting from or otherwise referencing a religious text for the purpose of religious teaching or discussion'). Hate speech is an offence under Section 93ZAA of the Crimes Act 1900 (NSW), whether or not the person engaged in the conduct has been charged or convicted.
- 3.1.8 If you believe you or any School Community Member is being treated in a discriminatory, intimidating or harassing manner or hate speech has occurred, it is your obligation to report the behaviour to the Principal.
- 3.1.9 You must not make unfounded complaints with malicious, frivolous or vexatious intent against another employee, contractor or volunteer.

3.1.10 The Principal will take reports of discrimination, harassment and bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred. For employees, this may include disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.

## **3.2 Maintain Appropriate, Child-safe Relationships between School Community Members and Students**

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

3.2.2 While not all School Community Members are required to manage and supervise students, it is important for all School Community Members to understand and observe the School's Child Safe Policy.

3.2.3 In maintaining professional School Community Member-student relationships, you will:

- Avoid situations where you are alone in an enclosed space with a student. Where you are left with a single student you will do your best to ensure that this is in an open space and in view of others. Where this is not possible or practical you should discuss this with your child's class teacher and/or the Principal;
- Not access student toilets except in an emergency. If you must enter student toilets, send two students in before you and wait for them to return and advise you that no student is in the toilet area, prior to you entering the area;
- Not have a private conversation with a student who is not your own child;
- Not take items, such as hats or mobile phones, directly from students unless a concern exists for the safety of the students or others and your own safety is not jeopardised by this action. It is preferable to ask the student to hand the item to you;
- Not impose physical punishment on a student;
- Take caution if required to attend to the toileting needs of a student. It may be appropriate to leave the door open, or to instruct the child from outside the toilet. For students with a disability the management of toileting needs should be included in the student's individual management plan. Parents/carers should be aware of this plan.

In addition School Community Members will not:

- ⚡ Have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. You are reminded of:
  - a. The law prohibiting sexual relations with a person under the age of consent (16 years); and
  - b. The law prohibiting sexual relations between a teacher and their student under the age of 18 years.
- ⚡ Develop a relationship with any student that is, or that can be misinterpreted as having a personal rather than a professional interest in a student.
- ⚡ Enter into an overly familiar relationship with any student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support. To do so raises serious questions of conflict of interests, trust, confidence, dependency, and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and may carry a serious reputational risk for the School.
- ⚡ Encourage a student who is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you. You should report your concerns to the Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
- ⚡ Use inappropriate language when speaking with students. There is no place for sarcasm, derogatory remarks, inappropriate familiarity, offensive comments or sexually suggestive comments (even as a joke). You must always treat students with respect and without favouritism.
- ⚡ Make personal comments about a student or ask questions that probe your own or a student's sexuality or relationships. You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself.
- ⚡ Invite students to your home, visit students at their home, attend parties or socialise with students unless you have an appropriate professional reason or have the express permission of the Principal and (/OR - in the case of members who are parents without additional roles as outlined in Item 1 of this policy) the student's parent or caregiver.
- ⚡ Engage in tutoring or coaching School students without the express permission of the Principal.
- ⚡ Invite students to join your personal electronic social networking site or accept student's invitations to join their social networking site.

### 3.3 Appropriately use Electronic Communication

3.3.1 The School provides electronic communication facilities for employees for educational or administrative purposes. It monitors and views data stored or transmitted using the School's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever.

3.3.2 People sometimes respond too quickly or express their thoughts and feelings with undue frankness when using electronic communication. Avoid getting personal in electronic mail or in blogs, wikis or social networking sites. Remember, people can't hear the tone of your voice in an electronic message and you can easily be misunderstood, particularly if your message is provided out of its original context.

3.3.3 Appropriate use of electronic communication includes:

- Exercising good judgement when using electronic mail, following the principles of ethical behaviour;
- Using appropriate and professional language in electronic mail messages;
- Being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;
- Not sending messages that are harassing, defamatory, threatening, abusive or obscene;
- Not inviting students into your personal social network site or accept an invitation to theirs;
- Not using social networking sites to email or contact students;
- Remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- Reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

3.3.4 The School's networking systems are never to be used to view, upload, download or circulate any of the following materials:

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

### 3.4 Be Responsible in our use of Alcohol, Drugs and Tobacco

Work Health and Safety is of fundamental importance to the School. Maintaining a safe work environment requires everyone's continuous co-operation. You are responsible for ensuring that your behaviour, perception and judgement 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.

As a School Community Member you must:

- not be on the School premises (including extra-curricular activities such as sporting events and excursions) under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- not endanger your own safety or the safety of any other person in the School by consuming alcohol, illegal drugs or non-prescribed and/or restricted substances at work;
- take action to resolve any alcohol or other drug related problems that you have;
- immediately notify the Principal if you are concerned about other School Community Members who may be affected by drugs or alcohol;

#### ALCOHOL:

- not take alcohol to the School or consume it during School hours or at any School function at any time School students are present, including those events conducted outside School premises unless expressly permitted to do so by the Principal. A School function is any occasion organised by the School and/ or in the School's name, including dances, farewells, excursions, sporting fixtures and fundraising events.
- not purchase alcohol for, or give alcohol to, any student or person under the age of 18 years;
- not encourage or condone the use of alcohol by students of any age during educational activities;

#### DRUGS:

- not have illegal drugs in your possession while at School. 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, your child's enrolment and referral to the Police;
- not give students or other employees illegal drugs or restricted substances, or encourage or condone their use;
- not supply or administer prescription or non-prescription drugs to students unless authorised to do so;

**TOBACCO:**

- not smoke or permit smoking in any School buildings, enclosed area or on School grounds.
- not purchase tobacco or tobacco products for any student, child or young person, or give them tobacco or tobacco products.

### **3.5 Respect the Privacy of Others**

- 3.5.1 Sensitive and personal information should only be provided to people, either within or outside the College, who are authorised to have access to it.
- 3.5.2 You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other School employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the School's work because of their expertise.

### **3.6 Dress appropriately.**

- 3.6.1 School Community Members have an obligation to dress appropriately and in a manner that:
- maintains respect;
  - establishes credibility; and
  - upholds the good reputation of the School.
- 3.6.2 When determining dress:
- All School Community Members must not wear revealing clothes such as those exposing bare midriffs, strapless tops/dresses or clothes that may be construed as suggestive and/or offensive. Female staff are to be mindful of plunging necklines, gaping arm holes and short skirts and dresses.
  - All School Community Members must not wear inappropriate clothes such as ripped or dirty clothes or clothes with inappropriate slogans eg advertising for tobacco and alcohol.
  - In addition, all School Community Members acting in an official role (ie a 'School employees' including Parent Helpers/Volunteers) must wear clothing appropriate to the activity (ie Work Health and Safety and Child Safe considerations included). Unless required for sport and organised physical activities or particularly specified on relevant Written Volunteer agreements, this means that rubber thongs or singlets are not permitted.

## 4. Additional expectations of an employee (includes volunteers) at the School

As an employee, you should be aware of the School's policies and procedures, particularly those that apply to your work. Many of these are available online; others may be made available to you through induction and training and professional development programs. If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from the Principal.

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

As a School employee, you are expected to:

perform your duties to the best of your ability and be accountable for your performance;

- i. follow reasonable instructions given by a supervisor;
- ii. comply with all lawful directions;
- iii. carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development;
- iv. act honestly and in good faith in fulfilling your duties;
- v. be courteous and responsive in dealing with your colleagues, students, parents and members of the public;
- vi. work collaboratively with your colleagues;
- vii. be mindful of your duty to the safety of yourself and others; and
- viii. ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the School and does not damage the reputation of the School.

***As a result, School employees will:***

## **4.1 Report Concerns about Employee Conduct**

- 4.1.1 All employees are required by law to inform the Principal if they are charged with or convicted of a serious offence (those punishable by 12 months or more in gaol). You must also inform the Principal if you become the subject of an Apprehended Violence Order.
- 4.1.2 If, through your employment with the School, you become aware of a serious crime committed by another person, you are required to report it to the Principal, who may be required to report it to the police.
- 4.1.3 As a School employee, you must report to the Principal:
- 4.1.4 Any concerns that you may have about the safety, welfare and well-being of a child or young person; (For guidance on reporting please see the School's Child Safe Policy and Complaints Handling Procedures for Staff Misconduct or Reportable Conduct).
- 4.1.5 Any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people; (For guidance on reporting please see the School's Child Safe Policy – Reportable Conduct and Complaints Handling Procedures for Staff Misconduct or Reportable Conduct).
- 4.1.6 Any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you; (For guidance on reporting please see the School's Child Protection Policy and Complaints Handling Procedures for Staff Misconduct or Reportable Conduct).
- 4.1.7 If you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'; and
- 4.1.8 If you become the subject of allegations of 'reportable conduct' whether or not they relate to your employment at the School.
- 4.1.9 Notify the Principal if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;

**\*\* Please see also the Child Safe Code of Conduct, Child Safe Policy and Complaints Handling Procedures for Staff Misconduct or Reportable Conduct.**

## 4.2 Exercise our Duty of Care

- 4.2.1 As a School employee, you have a duty of care to students in your charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted. Duty of care to students applies during all activities and functions conducted or arranged by the School where students are in the care of School employees. The risks associated with any activity need to be assessed and managed before the activity is undertaken.
- 4.2.2 You should ensure that you are aware of the Student Supervision Policy, Child Safe Policy and Work Health and Safety Policy.
- 4.2.3 Considerations of safety relate to both physical and psychological well-being of individuals.
- 4.2.4 Duty of Care encompasses a wide range of matters, including (but not limited to):
- the provision of adequate supervision;
  - ensuring grounds, premises and equipment are safe for students' use;
  - implementing strategies to prevent bullying from occurring in the School;
  - 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; and
  - taking reasonable care for the health and safety of yourself and others at the workplace and cooperate with the Principal, so far as reasonably practical, to enable compliance with the WHS legislation.

## 4.3 Maintain Professional, Child-safe Relationships between Employees and Students

- 4.3.1 In addition to Section 3.2 above, employees must maintain professional staff-student relationships and report incidents or risk concerns relating to mandatory reporting and/or reportable conduct to the Principal (please refer to the Child Safe Policy and Code for specific details).
- 4.3.2 In addition all School staff will:
- Never drive a student in your car unless you have specific permission from the Principal to do so. In the event of an emergency, you should exercise discretion and report the matter immediately to the Principal;
  - Consider the time and venue carefully before conducting a private conversation with a student. If this conversation must occur indoors, it is preferable to leave the door open. Do not locate yourself between the student and the door;

- Exercise caution when physical contact with a student is a necessary part of the teaching/learning experience. You will ensure that the contact is appropriate and acceptable. You should seek reassurance from the student by asking for a volunteer if necessary to demonstrate a particular activity;
- Ensure that all adult toilets at School are kept locked at all times;
- Congratulate a student with a handshake, pat on the shoulder or back. A brief hug is acceptable only if the student has advised you that he/she is comfortable with this action. Kissing of students is not acceptable;
- Advise an injured or ill student of any intended touching. Seek their consent prior to touching; and
- Report and document any incident within which you have been required to physically restrain a student from harming him or herself or others. Ensure you only apply reasonable force and are in keeping with the School's behaviour management practices or individual student management plan.

## 4.4 Identify and Manage Conflicts of Interest

4.4.1 Personal views or private interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of the School.

As an employee, you must be objective and impartial, and be seen to be so. A conflict of interest can involve:

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

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

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

4.4.2 A conflict exists when a reasonably minded and informed person would form that view.

When faced with a situation in which a conflict of interests may be present, you should report any potential or real conflict to the Principal. You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

## **4.5 School Employees' Specific Responsibilities: DECLARE GIFTS, BENEFITS AND BRIBES**

- 4.5.1 As an employee, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgement when offered a gift or benefit. It is important that the acceptance of a gift does not influence or be seen to influence your decision making.
- 4.5.2 You must never ask for gifts, benefits or money.
- 4.5.3 If you are offered a gift or benefit, you should always consider the value and purpose before making any decision about accepting it. A gift that is more than nominal value (e.g. \$100) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the School. You must declare this gift to the Principal who will determine how it should be treated and make a record of its receipt.
- 4.5.4 Accepting gifts and benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of the School and its staff. You must not create the impression that any person or organisation is influencing the School or the decisions or actions of any of its employees.
- 4.5.5 If you are offered a bribe (i.e. anything to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal.
- 4.5.6 Sometimes an employee might, in the course of their work, win a prize of significant monetary value, such as a computer or camera, from another organisation. Prizes are usually considered the property of the School. If you win a prize you must advise the Principal who will determine how the prize should be treated and recorded.

## **4.6 Protect Confidential Information**

- 4.6.1 You should be mindful of confidentiality when in discussions with parents. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.

- 4.6.2 You should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Principal in the context of grievance resolution.
- 4.6.3 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the School community or the public.
- 4.6.4 The media should not be given access to students or allowed entry to the School without the express permission of the Principal. You should not make any comments to the media about the School, students or parents without the express permission of the Principal.
- 4.6.5 As a School employee, you must only use confidential information for the work-related purpose it was intended.
- 4.6.6 Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal.
- 4.6.7 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

## 4.7 Maintain Appropriate Records

- 4.7.1 All employees have a responsibility:
  - i. to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and
  - ii. to capture or store records in the School's records systems.
- 4.7.2 You must not destroy or remove records without appropriate authority.
- 4.7.3 School employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the School.
- 4.7.4 Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

## 4.8 Observe Copyright Laws and Intellectual Property Rights

- 4.8.1 When creating materials you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third party copyright/other rights included in materials.
- 4.8.2 Advice relating to sharing or licensing the School's intellectual property should be sought from the Principal prior to any arrangement taking place.
- 4.8.3 The School cannot give away or assign its intellectual property without the approval of the Principal.
- 4.8.4 If you develop material that relates to your employment with the School, the copyright in that material will belong to the School. This may apply even if the material was developed in your own time or at home.
- 4.8.5 You must not use the School's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.

## 4.9 Dress Appropriately as per Section 3 with the following specifications:

- 4.9.1 School employees must ensure their personal appearance and presentation are clean, tidy and appropriate for their work role and take into account the particular circumstances of their job requirements, weather conditions and the nature of their teaching/learning activities.
- 4.9.2 When determining dress the additional standards are required for employees:
  - Male employees are required to wear collared shirts subject to the exceptions listed below
  - Employees should wear professional attire for formal School events such as attending meetings, parent/teacher interviews, presentation or award assemblies which require them to interact with the community as a representative of the School
  - If employees are involved in sport and organised physical activities they are required to dress appropriately for their role in leading these activities.
  - Employees must comply with relevant workplace health and safety regulations as they apply to apparel eg appropriate shoes, protective clothing, safety glasses and sun-safe attire when outdoors.
  - Employees must not wear revealing clothes such as those exposing bare midriffs, strapless tops/dresses or clothes that may be construed as suggestive and/or offensive. Female staff are to be mindful of plunging necklines, gaping arm holes and short skirts and dresses.

- Employees must not wear inappropriate clothes such as singlets, t-shirts, tracksuits or rubber thongs (except for sport and organised physical activities), ripped or dirty clothes or clothes with inappropriate slogans eg advertising for tobacco and alcohol.

## 4.10 Abide by the Staff Lifestyle Agreement and Statement of Doctrines and Beliefs

Upon accepting an offer of employment at the School, all staff members are required to read, understand and sign their acceptance of the School's Confirmation of Employment Conditions and Statement of Doctrines and Beliefs

## 5. Acknowledgment of Receipt

Prior to commencement of employment or engagement with the School, all School Community Members will be required to read this Code of Conduct and to sign an Acknowledgement in the form attached or as a digital copy with both modes received and stored by the Office Manager.

### **ACKNOWLEDGEMENT BY SCHOOL COMMUNITY MEMBER**

I, \_\_\_\_\_ [insert Full Name] being employed or engaged by the School in the following role \_\_\_\_\_ [insert position]

hereby ACKNOWLEDGE:

- That I have received the School's Code of Conduct for School Community Members.
- That I agree to abide by the Code of Conduct for School Community Members.
- That I am aware that the Child Safe Policy and other important School policies are posted on the School's website.
- I understand that I will be required to sign this Acknowledgment afresh annually (or a sign off register at the School) to ensure I am reminded of its contents and to be informed of any amendments made from time to time.

<p>.....</p> <p><b>Signature</b></p>	<p>.....</p> <p><b>Date</b></p>
--------------------------------------	---------------------------------