Mosman Prep Staff Code of Conduct

Mosman Prep Staff Code of Conduct 2026

Code of Conduct

The aim of this Code is to outline the standards of behaviour expected of all employees of the School.

This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out general expectations of the standards of behaviour required.

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

Who has to comply with the Code of Conduct?

By accepting employment and continuing employment 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.

4. Be accountable for your actions and decisions.

Contractors and Volunteers

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

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

General

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the School. The School reserves the right at its sole discretion to vary or cancel this Code at any time.

Nothing in this Code should be taken to limit the circumstances in respect of which the School may take disciplinary action in respect of an employee.

What is expected of you as an employee?

As a School employee, you are expected to:

1. Perform your duties to the best of your ability and be accountable for your performance.

2. Follow reasonable instructions given by your supervisor or their delegate.

3. Comply with lawful directions.

4. 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.

5. Act honestly and in good faith in fulfilling your duties.

6. Be courteous and responsive in dealing with your colleagues, students, parents and members of the public.

7. Work collaboratively with your colleagues.

8. 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.

9. Mosman Prep believes that employees should be able to have dedicated time to focus on their personal life and wellbeing. It is committed to enabling its employees to exercise their Right to Disconnect, unless their refusal of contact is unreasonable.

For example, employees may need to be contacted in the event of an emergency, or genuine welfare matter. In these cases, as a courtesy, and in accordance with Mosman Prep's duty of care owed to its employees, employees are asked to respond when practicable, even if via email or text, to confirm receipt of the message and so the organisation knows an employee is safe and well.

10. As Mosman Prep supports the Right to Disconnect, there is no expectation for employees to respond to emails or other communication relating to their work outside their Normal Working Hours (except in critical situations or where their contract states otherwise).

11. You can assist in supporting your own Right to Disconnect along with supporting your colleagues by performing your work to the best of your ability during your normal working hours and giving yourself permission to exercise your Right to Disconnect, knowing that Mosman Prep supports your right to do so.

12. Use of personal mobile phones: Personal mobile phones should not be used by staff during playground duties, class time, meetings, chapel, assembly etc, except in the case of an emergency. This will ensure that our full focus is on the students, sending the appropriate messages to students regarding an activity or event, and allowing full focus on the staff PD or meeting time.
13. Wellbeing Days are important for looking after our staff's mental health. In order to ensure they are manageable alongside the running of the School, staff will remember the following:
    - Where possible, seek to take your Wellbeing Day on your birthday (realising this won't always be possible).
    - If you plan to take a day other than your birthday, discuss this with the Headmaster (obviously different for those who have a holiday birthday).

Please avoid taking Wellbeing Days in the last week of Terms 1-3, and the last 3 weeks of Term 4.

What happens if I breach the Code of Conduct?

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

2. Employees should report possible breaches by colleagues to their supervisor or the Headmaster. If the possible breach is by their supervisor, then it should be reported to the Headmaster.

3. Factors the School may consider when deciding what action to take may include: a) the seriousness of the breach; b) the likelihood of the breach occurring again; whether the employee has committed the breach more than once; the risk the breach poses to employees, students or any others; and whether the breach would be serious enough to warrant formal disciplinary action.

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

Required Reporting

1. All employees are required to inform the Headmaster if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform the Headmaster if you become the subject of an Apprehended Violence Order.

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 Headmaster, who may be required to inform the police.

3. As a School employee, you must report to the Headmaster:

a) any concerns that you may have about the safety, welfare and well-being of a child or young person.

b) any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people.

c) any concerns you may have about any other employee, contractor or volunteer engaging in ‘reportable conduct' or any allegation of 'reportable conduct' that has been made to you.

d) if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'.

e) if you become the subject of allegations of ‘reportable conduct’ whether or not they relate to your employment in the School.

f) if your Working With Children Check clearance is cancelled or if you are or become a disqualified person* from working or volunteering with children.

You should refer to the School's Child Protection Policy for further information about these obligations.

4. Please note that teachers and some other employees 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 is at risk of significant harm and have current concerns about the safety, welfare, and wellbeing of the child. You should refer to the School's Child Protection Policy for further information about these obligations.

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

Respect for People

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

2. Similarly, it is important for you to treat your colleagues, other employees, contractors, students and parents 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 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. You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Unlawful harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977 or federal discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common

law. .You must not engage in rude or insulting behaviour, including verbal and nonverbal aggression, abusive, threatening, intimidating or derogatory language, hate speech and physical abuse or intimidation towards other employees, contractors, students and parents. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.

4. You should ensure that you are aware of the School's Complaints and Grievances Policy and Procedures. If you believe you are being unlawfully harassed or discriminated against or bullied:

a) where you feel comfortable asking the person to stop or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with your supervisor or Department Head 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 Complaints and Grievances Policy and Procedures as soon as possible after the incident(s) have occurred.

5. 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.

6. 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.

7. Mosman Prep believes that employees should be able to have dedicated time to focus on their personal life and wellbeing. It is committed to enabling its employees to exercise their Right to Disconnect, unless their Refusal of Contact Unreasonable. For example, employees may need to be contacted in the event of an Emergency, or Genuine Welfare Matter. In these cases, as a courtesy, and in accordance with Mosman Prep's duty of care owed to its employees, employees are asked to respond when practicable, even if via email or text, to confirm receipt of the message and so the organisation knows an employee is safe and well.

8. Where possible, emails should be checked or sent only during an employee's Normal Working Hours. As our organisation supports part-time and flexible working arrangements, there is no expectation for employees to respond to emails outside their Normal Working Hours.

9. You assist in supporting your own Right to Disconnect along with supporting your colleagues by performing work to the best of your ability during your Normal Working Hours and give yourself permission to exercise your Right to Disconnect, knowing that Mosman Prep supports you in doing so.

Duty of Care and Work Health and Safety

Duty of care

1. As a school employee, you have a duty of care to students in your charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the students' maturity and ability.

2. 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.

3. You should ensure that you are aware of the School's Excursion Policy and Procedure and Sports Program.

Work Health and Safety

4. You also have a responsibility under work health and safety legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not place at risk the health and safety of your co-workers, students or other persons that you may come into contact with at work.

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

6. You should ensure that you are aware of the School's Work Health & Safety Policy and Procedures. This includes the following:

a) take reasonable care for the health and safety of co-workers and ensure that your actions do not put your co-workers at risk

b) take reasonable care for your own health and safety

c) use and maintain equipment properly

d) ensure that your work area is free of hazards.

As a school employee you must cooperate with the School in anything that you are required to do in order to ensure a safe workplace including:

a) notifying your supervisor of actual and potential hazards

b) wearing or using prescribed safety equipment

c) carrying out work in a safe manner, including having maintenance staff ONLY move furniture, use power tools and undertake any other manual lifting or repairs that may be required

d) following health and safety instructions

e) taking notice of signs

f) adhering to speed limits

g) participating in safety training as required.

Supervision of Students

7. You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.

8. You should be familiar with and comply with the School's evacuation procedures.

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

10. You should remain with students at after school activities until all students have been collected. In the event that a student is not collected you should remain with the student until collected or seek advice from your supervisor.

11. Playground supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around.

12. You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member. Additional detail about student bullying is set out in the Bullying Policy and Procedures.

13. Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact the Director of Learning and Innovation or the Deputy Headmaster.

14. 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 (see the Medical Procedures Document).

Professional Relationships between Employees and Students

Supervision of Students: Professional relationships

1. You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with your supervisor and/or the Headmaster.

2. You should never drive a student in your car unless you have specific permission from your supervisor and/or the Headmaster to do so. In the event of an emergency, you should exercise discretion but then report the matter to your supervisor.

3. If you wish to conduct a private conversation with a student you should consider the time and venue carefully to avoid placing yourselves in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the student and the door.

4. When confiscating personal items, such as mobile phones or hats, ask students to hand them to you. Only take items directly from students in circumstances where concern exists for the safety of the student or others and your own safety is not jeopardised by this action.

Physical Contact with Students

5. You must not impose physical punishment on a student in the course of your professional duties.

6. When physical contact with a student is a necessary part of the teaching/learning experience you must exercise caution to ensure that the contact is appropriate and acceptable. You should seek reassurance from the student by asking for a volunteer if necessary to demonstrate a particular activity.

7. Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability the management of toileting needs should be included in the student's individual management plan.

8. When congratulating a student, a handshake, pat on the shoulder or brief hug are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable.

9. Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend to do and seek their consent.

10. Sometimes in ensuring duty of care you may be required to restrain a student from harming him/herself or others using reasonable force. Any such strategy must be in keeping with the School's behaviour management practices or individual student management plans. You should report and document any such incidents.

Relationships with Students

11. At all times when speaking with students care must be taken to use appropriate language. You must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.

12. You must not:

a) invite students to your home,

b) visit students at their home,

c) attend parties or socialise with students, unless you have the express permission of the Headmaster and their parents or caregiver.

13. Private tutoring or coaching of students by Mosman Prep Staff is generally not permitted. You must not engage in tutoring or coaching students from the School without the express permission of the Headmaster. Mosman Prep Staff should not recommend tutors or coaches to parents.

14. You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site (see Section - Appropriate use of electronic communication and social networking sites).

15. You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student (see Section - Declaring gifts, benefits and bribes)

16. Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations

completely, another member of staff should make any significant decisions relating to the student's assessments and have those endorsed by a supervisor.

17. You should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.

Child Protection

18. You must be aware of and comply with the School's Child Protection Policy.

19. As set out in Section 3 you must report any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you to the Headmaster. This includes self-disclosure if the allegation involves you.

20. Broadly, 'reportable conduct' includes:

a) any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child

(including a child pornography offence); or

b) any assault, ill-treatment or neglect of a child; or

c) any behaviour that causes psychological harm to a child, whether or not the child consents.

21. Reportable conduct does not extend to:

a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or

b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures; or

c) conduct that is exempted from notification by a Class or Kind Agreement*.

22. For further information about 'reportable conduct' see the School's Child Protection Policy.

23. The requirements outlined in the Section in relation to Supervision, Physical Contact and Relationships with Students set professional boundaries in relation to your behaviour. They make clear what behaviour is unacceptable and could amount to reportable conduct.

The Working with Children Check

24. The Working with Children Check is a prerequisite for paid and unpaid child-related work. Under Part 2, section 6 of the Child Protection (Working with Children) Act 2012, child-related work is defined as work in a specific child-related role or face-to-face contact with children in a child related sector.

25. You must have a Working with Children Check clearance which will be valid for a period of five years. You are responsible for renewing your Working with Children Check every five years.

* A Class or Kind Agreement is an agreement between the Ombudsman and an agency (e.g. the Association of Independent Schools of NSW on behalf of its member schools) that allows for certain kinds of less serious reportable conduct to be exempted from notification to the Ombudsman but the Head of Agency must still conduct a workplace investigation.

Appropriate use of Electronic Communication and Social Networking Sites

1. You must comply with the School's Staff Use of Technology Agreement. This includes:

a) exercising good judgment when using electronic mail, following the principles of ethical behaviour;

b) using appropriate and professional language in electronic mail messages;

c) being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;

d) not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;

e) not inviting students into your personal social networking site or accept an invitation to theirs;

f) not using social networking sites to email or contact students;

g) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden;

h) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

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

a) sexually related or pornographic messages or material;

b) violent or hate-related messages or material;

c) racist or other offensive messages aimed at a particular group or individual;

d) malicious, libellous, or slanderous messages or material;

e) subversive or other messages or material related to illegal activities.

Use of Alcohol, Drugs and Tobacco

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

2. As a School employee, you must:

a) not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;

b) not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;

c) notify your supervisor if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;

d) take action to resolve any alcohol or other drug-related problems that you have;

e) consult with your supervisor or Headmaster if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

3. As a School employee, you must not:

a) have illegal drugs in your possession while at work. 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 employees 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.

Alcohol

4. You must not take alcohol to School or consume it during School hours or at any School function* at any time School students are present, including those events conducted outside School premises unless expressly permitted to do so by the Headmaster.

*A School function is any occasion organised by the School and/or in the School's name, including dances, farewells, excursions, sporting fixtures and fund raising events.

Tobacco

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

Identifying and Managing Conflicts of Interest

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

a) pecuniary interests i.e., financial gain or loss or other material benefits;

b) non-pecuniary interests i.e., favours, personal relationships and associations.

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

a) the interests of members of your immediate family or relatives (where these interests are known);

b) the interests of your own business partners or associates, or those of your workplace;

c) the interests of your friends.

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

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

Declaring Gifts, Benefits and Bribes

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

2. Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of the School and its staff. You must not create the impression that any person or organisation is influencing the School or the decisions or actions of any of its employees.

3. If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value ($100) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the School.

4. When such a gift is accepted, you must advise your Headmaster. They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.

5. Sometimes employees might, in the course of their work, win a prize of significant monetary value e.g. a computer from another organisation. Prizes are usually considered the property of the School. If you win a prize you must advise your supervisor or the Headmaster who will determine how the prize should be treated and recorded.

Communication and Protecting Confidential Information

Communication

1. You are required to comply with protocols regarding communicating with parents. These protocols relate to the return of telephone calls and emails within 24 hours. Where this is not possible a brief communication indicating you will follow the matter up as soon as you are able.

2. You should be mindful of confidentiality when in discussions with parents. For example, you are not to discuss the personal details pertaining to a child except with the parents or caregivers of that

child. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.

3. You should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Headmaster in the context of grievance resolution.

4. All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the school community, or the public.

5. The media should not be given access to students or allowed entry to the School without the express permission of the Headmaster. You should not make any comments to the media about the School, students or parents without the express permission of the Headmaster.

Confidential information

6. As a School employee, you must only use confidential information for the work-related purpose it was intended.

7. Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Headmaster.

8. You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

Privacy

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

10. 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.

Record Keeping

1. All employees have a responsibility:

a) to create and maintain full, accurate and honest records of their activities, decisions and other business transactions.

b) to capture or store records in the School's record systems.

2. You must not destroy or remove records without appropriate authority.

3. Supervisors have a responsibility to ensure that the employees reporting to them comply with their records management obligations.

4. Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the School.

5. Employees 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

1. When creating material you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third party copyright/other rights included in materials.

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

3. The School cannot give away or assign its intellectual property without the approval of the Headmaster.

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.

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

Staff Attire

At Mosman Preparatory School it is expected that staff will dress in a manner that reflects professional presentation and is also suitable for the type of teaching and work that they

undertake. Dressing for success allows teachers/staff to gain the respect needed to set a positive example for their students as well as representing the School to the local and broader community.

Additional care should be given to attire when participating in any more formal activity at, or on behalf of, the School.

1. Staff must ensure they choose attire that meets any Work Health and Safety standards relevant to the learning spaces in which they function and the equipment used there.
2. Staff need to be aware of, and respond to, other potential Occupational Health and Safety risks such as ‘catching risks’ of large earrings, long necklaces and lanyards.
3. Staff should wear sport shoes when taking PE/Sport classes and are advised to wear protective footwear for activities such as gardening or attending Terrey Hills.
4. Clothing must represent a professional image both for the individual and the School and be reflective of the educational role of the staff member.
5. Staff should not wear or display:
    - revealing clothes (e.g. low cut or see-through tops, short or see-through skirts, low cut pants or brief shorts)
    - ripped clothing or clothing depicting contentious words and/or graphics
    - shoe-string or strapless tops and clothes where the midriff is clearly in view are not considered appropriate clothing
    - jeans should not be worn on school days
    - open thong-type wear is not permitted
    - excessive body piercing or tattoos
    - men are required to wear shirts with buttons and a collar (and in most cases a tie), unless engaged in activities that require other appropriate clothing.
    - on student-free days, smart casual clothing is acceptable but staff should be aware that prospective families may be on campus and adherence to professional appearance and demeanour are expected.
    - all staff members are provided with, and encouraged to wear, official identification badges when representing the school, on official school occasions and on school excursions/or sports top with the School Crest and School name on it.
6. If staff are unclear about what is suitable or unsuitable attire, they are encouraged to speak to a member of the Executive team. Any concerns regarding staff dress code will be addressed in a sensitive nature via the Executive team. Where possible, female executive members should speak with female staff, and male executive members with male staff.

VERSION NUMBER	V14.07.26

Reviewed:

October 2024

December 2024

March 2025

January 2026

Updated February 2026 to include "hate speech" legislation

July 2026