



# PETER CARNLEY

---

## ANGLICAN COMMUNITY SCHOOL

# Staff Code of Conduct Policy

This is an uncontrolled document when in hard copy.

For the purpose of this document, 'parent' is defined as those being responsible for the student i.e. parents, carers, legal guardians.

<b>Title:</b> Staff Code of Conduct Policy		<b>Policy Reference No:</b> P035
<b>Policy Implementation Date:</b> April 2017	<b>Review Date and Frequency:</b> January 2021 - Annually	<b>Responsible for Review:</b> Principal
This policy was presented to and supported by School Council at March 2017 Council Meeting, reviewed and presented to all staff April 2017.		

## Document Tracking

Section Updated	Date Updated
Annual Review	Updated 18.01.18
Section 18	Updated 30.11.18
Front page, Sections 1, 3.1, 5, 9.4, 11, 15.1, 15.2	Updated 23.01.19
Section 10.3	Updated 23.10.19
Front page, Sections 1, 3, 4.1, 5, 6, 7, 8, 9, 9.4, 10.3, 15.2, 18	Updated 16.01.20
COVID19 updates – Sections 3.1, 4.2, 5, 7, 9, 9.4, 9.5, 15.1	Updated 24.03.20

## Contents

<b>Document Tracking</b> .....	2
1. Policy Statement .....	4
2. Objective .....	4
3. Compliance .....	4
3.1 Contractors and Volunteers Overview.....	5
3.2 General.....	5
4. Commitment.....	5
4.1 Ethics.....	5
4.2 Community and Environment.....	6
5. What is expected of you as an employee? .....	6
6. What happens if I breach the Staff Code of Conduct? .....	7
7. Required Reporting.....	7
8. Respect for People .....	8
9. Duty of Care and Work Health and Safety.....	9
9.1 Duty of care.....	9
9.2 Non Teaching Staff.....	9
9.3 Teaching Staff.....	9
9.4 Supervision of students.....	10
9.5 Occupational Health and Safety.....	11
10. Professional Relationships with Students.....	11
10.1 Transportation.....	11
10.2 Confiscation of items.....	11
10.3 Physical contact with students.....	12
10.4 Relationships with students.....	12
11. Appropriate use of electronic communication and social networking sites .....	14
12. Use of alcohol, drugs or smoking.....	14
12.1 School Function Definition.....	14
12.2 Drugs.....	14
12.3 Alcohol.....	15
12.4 Smoking.....	15
13. Identifying and Managing Conflicts of Interest .....	15
14. Declaring Gifts, Benefits or Bribes .....	16
15. Communication and Protecting Confidential Information .....	16
15.1 Communication.....	16
15.2 Confidential and Sensitive Information.....	16
16. Record Keeping .....	17
17. Copyright and Intellectual Property .....	17
18. Acknowledgement .....	18

## 1. Policy Statement

The *Staff Code of Conduct* sets out principles, practices and standards of behaviour expected from all members of the Peter Carnley Anglican Community School (PCACS) community in delivering the School Mission, Vision and Values.

The *Staff Code of Conduct* forms comprehensive directions to employees as to the expected standard of behaviour and is intended to apply to all employees regardless of the role for which you have been employed. The *Staff Code of Conduct* applies in all School situations, including functions, camps and in the use of digital technology and social media.

This *Staff Code of Conduct* is intended to complement child protection legislation, Anglican School Commission (Inc.) Policies, PCACS Policies and Procedures and professional standards. The PCACS Staff Code of Conduct is available on the School website.

Contractors, Visitors and Volunteers should be referred to the PCACS *Volunteer Policy*, *Parent Code of Conduct* and the PCACS *Visitors Policy*.

## 2. Objective

The objectives of the *Staff Code of Conduct* are to:

- promote child safety in the school environment;
- provide direction for all members of the School community on appropriate conduct in School matters in keeping with the Anglican Schools Commission (Inc.) (ASC) and PCACS core values;
- provide guidance for dealing with issues in a manner which reflects the School's values;
- ensure all staff and students are treated fairly;
- provide a statement on accountability and corporate governance;
- provide the highest possible professional approach in all aspects of the School's operation;
- ensure staff are familiar with the legal and ethical obligations that arise from working within a School.

It 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.

## 3. Compliance

Everyone who works for PCACS is expected to comply with the *Staff Code of Conduct*. This includes members of the School Council, Executive, teaching staff, relief staff and non teaching staff.

The *Staff Code of Conduct* places an obligation on members of the School community to take responsibility for their own conduct and to work with colleagues and contemporaries cooperatively to achieve a consultative and collaborative environment.

Annual training of staff is undertaken meeting the *National Principles of Child Safe Organisation* requirements.

### 3.1 Contractors and Volunteers Overview

If you as a member of the School community are engaging or managing external contractors, visitors or volunteers, it is your responsibility to make them aware of the School's expectations of conduct during the period of their engagement. Conduct not consistent with the guidelines in the *Volunteer Policy*, *Parent Code of Conduct* or *Visitors Policy* may result in the engagement of a contractor, visitor or volunteer being terminated.

It is an expectation that World Health Organisation and Australian Government requirements in relation to COVID-19 protocols are adhered to, particularly when on campus.

Staff inviting visitors or volunteers on to the School grounds must inform Reception in advance of the name, date and approximate arrival time of the visitor. Staff are expected to meet their guests at Reception and accompany them when moving around the campus.

### 3.2 General

This *Staff Code of Conduct* 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 *Staff Code of Conduct* at any time.

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

## 4. Commitment

### 4.1 Ethics

We, as members of the School community, are all responsible for maintaining the highest standards of ethical business conduct. We are committed to:

- acting honestly and fairly in our relationships with parents, students and each other.
- creating an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- providing a high standard of education to the students of the School.
- exercising the highest standard of care in preparing the School's financial statements.
- delivering value through sustainable and efficient operation of the School.
- maintaining sound reporting and risk management practices.
- ensuring accurate and timely communication of information.

Our key commitments to our suppliers and contractors are to:

- act honestly and fairly in our business relationships;
- not engage in any bribery or corrupt practices;
- encourage suppliers and contractors to abide by the principles of our Code of Conduct.
- preferentially procure goods and services from those organisations demonstrating good ethical practice.

No information may be concealed from our auditors, and no Council member, officer or employee may take action to influence, coerce, manipulate, or mislead the School's auditors for the purpose of rendering the financial statements misleading.

#### **4.2 Community and Environment**

The School aspires to support our community and the environment. Our goal is to provide lasting social, environmental and economic benefits to society. We strive towards the implementation and maintenance of management systems for sustainable development that drive continual improvement.

We are committed to:

- contributing to making all of the communities in which the School operates better places to live and do business.
- being sensitive to local communities' cultural, social and economic needs.
- protecting the environment in terms of the School's use of resources and minimisation of waste and pollution.
- **Assisting our School community in providing safe practices in line with COVID19 recommendations.**

### **5. What is expected of you as an employee?**

The remainder of this document applies to employees of PCACS, whether paid or voluntary employees, including students completing practicum.

As an employee, you should be aware of the School's Policies and Procedures, particularly those that apply directly to your role. To assist, a guide is provided to you in the *Staff Handbook*, but full review of all Policies and Procedures is always available to all staff online (V Drive or SEQTA).

All new staff will undergo a formal induction within the first three months of employment. This will comply with the *ASC and its schools Induction Policy* and the *PCACS Induction Procedure*.

It is recommended that staff check policies in V Drive frequently, especially at the beginning of the School year and when required to follow specific policies and procedures e.g. at the time a mandatory report is being submitted. If you are uncertain about the scope or content of a Policy with which you must comply, you should seek clarification from your Line Manager, Executive or 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:

- support the ethos of the School.
- perform your duties to the best of your ability and be accountable for your performance.
- follow reasonable instructions given by your Line Manager or their delegate.
- comply with lawful directions and lawful instruction.
- carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development.

- act honestly and in good faith in fulfilling your duties.
- be courteous and responsive in dealing with your colleagues, students, parents and members of the public.
- work collaboratively with your colleagues.
- ensure that your conduct, whether during or outside working hours, **or whether working from campus or from home**, is consistent with the ethos of the School and does not damage the reputation of the School.

## 6. What happens if I breach the Staff Code of Conduct?

As a School employee, you hold a position of trust and are accountable for your actions. The consequences of inappropriate behaviour and breaches of the *Staff Code of Conduct* will depend on the nature of the breach. The Principal is responsible for investigating allegations of misconduct made against employees.

Employees should report possible breaches by colleagues to their Line Manager or the Principal. If the possible breach is by the Principal or Business Manager, the Chair of Council should be informed.

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

- the seriousness of the breach;
- 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.

All allegations against staff will be dealt with promptly and with due regard for the rights of the staff member concerned, and the reputation of the School and the ASC.

Actions that may be taken by the School in respect of a breach of the *Staff Code of Conduct* include management or remedial action, training or disciplinary action ranging from a warning to termination of employment, as well as reporting of the matter to the Teacher Registration Board WA (TRBWA). The Principal will reserve the right to determine in its entirety the response to any breach of the *Staff Code of Conduct*.

## 7. Required Reporting

Employees are required to report certain information to the School. All employees are required to inform the Principal if they are:

- charged with, or convicted of, a serious offence;
- become the subject of a Violence Restraining Order;
- In breach of the requirements of the Working with Children Check;
- **Impacted in any manner, including health wise, by COVID19 isolation requirements.**

If you become aware of a serious crime committed by another staff member, you are required to report it to the Principal, who may be required to inform the Police and / or the Department of Child Protection, and / or Protective Behaviours Unit of the Dioceses of Perth, and / or the Teacher Registration Board WA.

PCACS has a zero tolerance for child abuse. Please note that all staff have obligations under the *Children and Community Services Act 2004 (WA)* where they have reasonable grounds to suspect a child is at risk of sexual harm and have current concerns about the wellbeing of the child.

As a staff member at PCACS, you should at all times be familiar with the ASC student welfare policies:

- *Child Safe Policy (WA)*;
- *Mandatory Reporting of Child Sexual Abuse Policy and Procedures (WA)*;
- *Reporting of Abuse and Neglect Policy and Procedures (WA)*.

## **8. Respect for People**

The School expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the School's reputation. All employees are therefore expected to be approachable, courteous and timely in dealing with other people, including students, parents, other employees and members of the community whilst demonstrating appropriate personal and professional boundaries.

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.

It is important for you to treat your colleagues, contractors, visitors, students and parents with respect. Rude or insulting behaviour, including verbal and nonverbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation 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.

You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, visitor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the *ASC Equal Employment Opportunity, Discrimination and Harassment Policy*. Unlawful harassment or discrimination may constitute an offence under the *Equal Opportunity Act 1995* or federal industrial or discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.

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. The School views these matters very seriously and disciplinary action may result from false allegations. Please refer to the *School Staff Dispute and Complaint Resolution Procedure*, the *ASC Dispute and Complaint Resolution Policy and Procedures* and the *National Principles for Child Safe Organisations* for further information.

## 9. Duty of Care and Work Health and Safety

PCACS promotes a safe and healthy culture within the School and as such, seeks to ensure the safety, health and welfare of its entire School community: staff, parents and students.

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

All employees have a duty of care not just to students, but also to fellow employees, and should therefore be aware of the *ASC Occupational Safety and Health Policy Framework*, our *PCACS Occupational Safety and Health Policy*, and the *ASC Child Safe Policy (WA)*.

You also have a responsibility under Workplace Health and Safety Legislation to take care of your own health and safety at work – **this includes during periods of Working From Home throughout the COVID19 restrictions**. It is your responsibility to ensure that your activities do not place at risk the health and safety of your coworkers, students or other persons that you may come into contact with at work.

All employees are provided with a personal identification name badge which they are to wear whilst on campus.

### 9.1 Duty of care

The standard of care that is required for students, e.g. the degree of supervision, needs to be commensurate with the students' maturity and ability. The duty encompasses a wide range of matters, including (but not limited to):

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

### 9.2 Non Teaching Staff

Non teaching staff, in the absence of a member of the teaching staff, owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen.

### 9.3 Teaching Staff

All teaching staff are to take all reasonable care for the safety and welfare of students whilst students are involved in school activities or functions. The duty is to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. This requires not only protection from known hazards, but also protection from harm that could foreseeably arise and against which preventative measures can be taken. 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 *Excursions, Incursions, Camps and Expeditions Policy*, particularly in regards to first aid requirements.

In discharging their duty of care responsibilities, teaching staff must exercise their professional judgement to achieve a balance between ensuring that students do not

face an unreasonable risk of harm and encouraging students' independence and maximising learning opportunities.

Teachers are also reminded to refer to the *Department of Education WA – Duty of Care For Students Policy*. Relevant Legislation or Authority underpinning this Policy is *School Education Act 1999 (WA)*, *School Education Regulations 2000 (WA)*, *Occupational Safety & Health Act 1984 (WA)*, *Volunteers (Protection from Liability) Act 2002 (WA)* and *Working with Children (Criminal Record Checking) Act 2004 (WA)*.

#### **9.4 Supervision of students**

All employees must avoid situations where they are alone in an enclosed space with a student. When 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 Line Manager and / or Principal. It is acknowledged that the Counsellor, Chaplain, Pastoral Staff and Executive staff may, in the interest of privacy and confidentiality, be required to attend to a student out of sight of others. In this instance, staff should consider the time and venue carefully to avoid placing yourself in a vulnerable situation. If the door is solid without a window, you are encouraged to leave the door ajar.

You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury. Ill or injured students requiring more care than can be given by a teacher and / or education assistant, should be referred to the Student Services Officer for the Wellard Campus, and Administration Officer for the Calista campus.

First Aid Kits are located throughout the School with the Sick Bay being located in Student Services for the Wellard campus, and Reception for the Calista campus.

You should ensure that you understand and comply with the School's *Student Health Care Policy*. All staff should be familiar with, and comply with, the School's *Critical Incident Management Policy*, *Emergency Management Plan* and *Critical Incident Management Plan*.

You should be punctual to class and any allocated supervision duty. Every attempt should be made for supervision of students at all times.

- Senior School students are expected to take their School Diary, signed by their class teacher when they leave the classroom.
- Junior School students are permitted to leave the classroom without a signed diary slip to take lunch orders to the Canteen, and to visit the toilets throughout the day.

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

Yard Duty supervision is an integral part of the responsibility of staff. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around. You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff

member. Additional detail regarding dealing with bullying is set out in the PCACS *Anti – Bullying Policy*.

During COVID19 Learning from Home programmes, the increase of electronic means of communications is prevalent amongst staff, students and parents. All staff are reminded of communication procedures and the need for sound judgement in their communications at this time.

### **9.5 Occupational Health and Safety**

All staff have a shared responsibility under occupational health and safety law and legislation to take responsibility for:

- their own safety and that of others around them, including students;
- following OSH procedures to prevent accidents;
- reporting all accidents or potential incidents to the Principal through the OSH Manager;
- wearing adequate protective clothing if required;
- using equipment according to safety regulations.

Considerations of safety relate to both physical and psychological wellbeing of individuals. This is especially relevant throughout the implementation of COVID19 procedures and requirements.

You should ensure that you are aware of and comply with the PCACS *Occupational Health & Safety Policy*.

## **10. Professional Relationships with Students**

As a School employee you are expected to always behave in ways that promote the safety, welfare and wellbeing of students.

### **10.1 Transportation**

Staff should never drive a student in their private vehicle unless specific permission from the Line Manager and / or Principal, and parental permission has been provided. In the event of an emergency you should exercise discretion but then report the matter immediately to your Line Manager.

### **10.2 Confiscation of items**

You can only take items directly from students in circumstances where concern exists for:

- the safety of students;
- your own safety is not jeopardised by this action;
- if a School rule exists covering such confiscation e.g. *Mobile Phone Confiscation Procedure*.
- All confiscated items must be handed to a member of Executive or Student Services. Staff should not hold on to personal items of students.

### **10.3 Physical contact with students**

PCACS explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment. However, there are times when restraint or physical contact may be required to provide a safe environment.

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. Seeking reassurance that the student is comfortable with this action is good practice.

Attention to the toileting needs of young children should be done with caution. It may be appropriate to leave the door open. For students with a disability the management of toileting needs should be included in the student's Individual Management Plan (i.e. IEP, ILP, IBP).

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. Comforting a student may involve physical contact such as hugging or holding a student by the hand. Make sure the student is comfortable to accept such comfort and ensure that it is appropriate to the circumstances. Keep in mind any physical contact can be misconstrued as being of a sexual nature.

If you form a suspicion that a staff member is becoming overly familiar with a student or you observe indicators of grooming behaviours, you must report this to your Line Manager or the Principal. Please refer to the *ASC Mandatory Reporting of Child Sexual Abuse Policy and Procedures (WA)* for clarifications of abuse and grooming. The *ASC Mandatory Reporting of Child Sexual Abuse Policy and Procedures (WA)* and the *PCACS Mandatory Reporting Guide and Form* have detailed instruction on how to respond and proceed with mandatory reporting situations.

Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and, if they are conscious, seek their consent.

Sometimes in ensuring duty of care you may be required to restrain a student from harming themselves or others using reasonable force. Any such strategy must be in keeping with the *PCACS Behaviour Management Policy* or Individual Management Plan (IEP, ILP, IBP).

### **10.4 Relationships with students**

You must not develop a relationship with any student that is, or that can be interpreted as, having a personal rather than a professional interest in a student. You must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is homosexual, heterosexual, consensual, non-consensual or condoned by parents. You are reminded of:

- the law prohibiting sexual relations with a person under the age of consent (16 years);
- the law prohibiting sexual relations between a teacher and his or her student under the age of 18 years.

If you consider that a student is being overly familiar, seeking to establish a personal relationship with you, or has developed a 'crush' on you, you should report your concerns to your Line Manager and / or the Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.

At all times when speaking with students you must take care to use appropriate language – swearing is inappropriate. You must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments. You should be aware of, and sensitive to, children with culturally and / or linguistically diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour. You should also promote the safety, participation and empowerment of students with a disability and not unfairly treat any student because of a disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.

As part of your pastoral care role you may engage in discussion with students however, you must be cautious about making personal comments about a student or asking questions that examine a student's sexuality or relationships, or your own. It is best to encourage the student to speak to an appropriately trained adult such as the School Counsellor or Chaplain, or an external agency. You also must not hold conversations with any student of an intimately personal nature where you disclose information about yourself.

Unless you have the permission of the Principal and their parents, you must not:

- invite students to your home;
- visit students at their home;
- attend parties or socialise with students.

If you are a staff member with relatives at the School, you should ensure you are familiar with the *Staff with Student Relatives Policy*.

Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or relatives. You should ensure you are familiar with the *Staff with Student Relatives Policy*.

You must not engage in paid tutoring or coaching students from the School without the permission of the Principal. In most circumstances, this is not acceptable with the exception of School sanctioned teams.

You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site. You should familiarise yourself with the School *Communication Policy* and *Social Media Policy*.

You are encouraged to always be mindful of the *Staff Dress Code Policy*. Always wear modest clothing to ensure unintended messages are not sent.

## **11. Appropriate use of electronic communication and social networking sites**

The School provides electronic communication facilities for its students and employees for educational or administrative purposes and as such, is the owner of copyright in all electronic documents used by employees and contractors in performing their duties. You should not expect that any information or document transmitted or stored on the PCACS network system will be private.

All employees and contractors have a responsibility to use these resources in an appropriate, professional and lawful manner.

All use of electronic communication should be in keeping with the ASC and PCACS core values.

Staff should not make or take private telephone calls on their mobile phones whilst teaching or when on supervision duty.

All staff should be aware of, and signed and returned, the PCACS the *Staff Device Policy and Agreement* and the *ASC Use of Electronic Facilities Policy*.

## **12. Use of alcohol, drugs or smoking**

Work Health and Safety is of fundamental importance to the School. Maintaining a safe work environment requires the continuous cooperation of all employees.

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.

### **12.1 School Function Definition**

A School function is defined as any occasion organised by the School and / or in the School's name, including balls, dances, farewells, lunches, dinners, cruises, camps, excursions, incursions, expeditions and sporting fixtures.

### **12.2 Drugs**

As an employee, whilst at work or attending any School function, you must:

- not have illegal drugs in your possession;
- not attend work under the influence, or consume illegal / non prescribed / restricted substances;
- notify your Line Manager if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- 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;
- take action to resolve any drug related problems that you have; and
- consult with your Line Manager and / or Principal if you are concerned about working with other employees who may be affected by drugs.

Illegal drugs found on School property or in the possession of any employee may result in disciplinary action including the termination of your employment and referral to the WA Police and / or the Teacher Registration Board WA.

### **12.3 Alcohol**

As an employee, whilst at work or attending any School function, you must:

- not attend work under the influence of alcohol;
- not consume alcohol unless permitted to do so by the Principal. If permission has been granted by the Principal, and you do consume alcohol, you must refrain from making a decision as an employee of the School regarding a student and refer the situation to a colleague from the School who is capable of making an informed decision;
- notify your Line Manager if you are aware that your work performance or conduct could be adversely affected as a result of alcohol;
- not purchase alcohol for, or give alcohol to, any School student (or to any other person under the age of 18 years); and
- not encourage or condone the use of alcohol by students of any age during educational activities;
- take action to resolve any alcohol related problems that you have; and
- consult with your Line Manager and / or Principal if you are concerned about working with other employees who may be affected by alcohol.

### **12.4 Smoking**

As an employee, whilst at work or attending any School function, you must not:

- smoke on the premises – this includes e-cigarettes;
- permit smoking anywhere on School grounds. This includes all buildings, gardens, sports fields, cars and car parks;
- purchase tobacco or tobacco products for any School student, or give them tobacco or tobacco products.

## **13. Identifying and Managing Conflicts of Interest**

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

During the period of your employment you must devote the whole of your time in business hours to the welfare and interest of the School. You should advise the Principal of any outside employment as per a condition of your Contract of Employment. You should ensure that any such outside employment is free from any perceived or actual conflict of interest and therefore does not hinder the performance of normal duties for which you are remunerated.

As a School employee you must not act in conflict with the School's best interests. A conflict of interests can involve pecuniary interests (i.e. financial gain / loss or other material benefits) or non-pecuniary interests (i.e. favours, personal relationships and associations). It may not only be about your own interests but may include the interests of members of your immediate family / relatives / business partners or associates, or friends.

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

## **14. Declaring Gifts, Benefits or Bribes**

As an employee, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgment when deciding whether to accept a gift or benefit, particularly with regard to its monetary value.

Sometimes in the course of their work, employees might 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 Line Manager and / or the Principal who will determine how the prize should be treated and recorded.

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

If you are offered a gift / benefit, you should always consider the value and purpose of a gift / 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 any gift / benefit made to you personally, or advise the contributor that you will forward the information to the Principal for their response. The Principal will determine how the gift / benefit should be treated and make a record of its receipt. Depending on the nature and value of the gift / benefit, it may be appropriate to record it in the asset register as a donation or other such record established for that purpose.

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.

## **15. Communication and Protecting Confidential Information**

### **15.1 Communication**

PCACS has protocols relating to communication with parents, students and staff. All employees are expected to abide by the *Communications Policy*, the *Social Media Policy*, the *Staff Device Policy and Agreement* and the *Staff with Student Relatives Policy*.

**During the facilitation of Learning From Home programmes, all staff are asked to be mindful of the heightened need for increased communication.**

### **15.2 Confidential and Sensitive Information**

All employees should be aware of their obligations for reporting and discussing confidential information under the *Privacy Act*, the *ASC Child Safe Policy (WA)*, the *ASC*

*Reporting of Abuse and Neglect Policy and Procedures (WA)*. Unless authorised to do so by legislation, you must not disclose or use any confidential or sensitive information without the express permission of the Principal.

Confidential, private and sensitive information should only be accessed for the work related purpose it was intended for and every effort must be undertaken to ensure unauthorised people do not have access to this information.

You should be mindful of confidentiality when in discussions with parents and exercise caution and sound judgement in discussions. 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 or appraisals.

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.

No staff member is permitted to make any comments to the media about the School, its students, staff or parents, without the permission of the Principal. The media also should not be given access to students, or allowed entry to the School, without the permission of the Principal. Refer to *ASC Media and Public Relations Policy*.

Security access passes, keys, access codes and alarm codes are confidential and the responsibility of each individual staff member. These items must not be transferred or loaned to other staff or students.

## **16. Record Keeping**

All employees have a responsibility to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and to capture or store records in the School's record systems.

Line Managers have a responsibility to ensure that their employees comply with their records management obligations.

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

Staff members must not destroy or remove records without appropriate authority.

## **17. Copyright and Intellectual Property**

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.

Advice relating to sharing or licensing the School's intellectual property should be sought from the Business Manager and / or Principal. The School cannot give away or assign its intellectual property without the approval of the Principal.

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.

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

## **18. Acknowledgement**

This document was produced by the Principal in consultation with members of the School Council, Executive and staff of Peter Carnley Anglican Community School and authorised by the School Council.



**Ms Felicity House  
Principal**

**I agree to abide by this Code of Conduct during my employment with the Anglican Schools Commission (Inc.) at Peter Carnley Anglican Community School.**

**I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with the Anglican Schools Commission (Inc.) at Peter Carnley Anglican Community School.**

**Employee Full Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_