



Macarthur Anglican School

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Staff Code of Conduct

This document is intended to give prospective employees an understanding of the expectations of the School. Once employed, a regularly updated version of this document is made available on the Human Resources policy suite.

Preamble

As Macarthur Anglican School is a Christian school, which aims to honour Jesus, it is paramount that all employees act in a way that is professional, reflects Macarthur's Christian ethos, and avoids bringing themselves and the School into disrepute. To that end, Macarthur has developed this Staff Code of Conduct.

It is a special privilege and responsibility to be part of the education of the students of Macarthur Anglican School. Teachers and other staff are more than academic guides. They are involved in the lives of students, taking a personal interest in the intellectual, affective, moral and spiritual development of every student and helping each one to develop a sense of self-worth and to become responsible, independent individuals within the community. The values of the School as articulated in the 'Pillars of Macarthur' underpin this Code of Conduct.

Personnel Covered by this Code of Conduct

Personnel covered by this Code of Conduct include all personnel working for Macarthur Anglican School or in a position of responsibility over children and young people enrolled at the School. This includes:

- Full and part-time paid employees;
- Casual or relief staff;
- Visiting educators;
- Sub-contractors;
- Persons undergoing training, including practicum teachers;
- Volunteers, including parent helpers; and
- Homestay parents for international students enrolled at the School as arranged by the School.

The Aim and Scope of the Staff 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 an employee's work. Instead, it sets out general expectations of the standards of behaviour required.

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 elements of 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.

The Staff Code of Conduct and Employee Obligations

The Code places an obligation on all employees to take responsibility for their own conduct and to work with colleagues, students and the Macarthur community co-operatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

By accepting employment with the School, employees must be aware of and comply with this Code.

Therefore employees are expected to:

- Conduct themselves, both personally and professionally in a manner that upholds the ethos and reputation of the School;
- Comply with the School's policies and practices;
- Act ethically and responsibly; and
- Be accountable for their actions and decisions.
- Perform their duties to the best of their ability and be accountable for their performance;
- Follow reasonable instructions given by supervisors or their delegate;
- Comply with lawful directions;
- Carry out duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve knowledge and skills, including through participation in relevant professional development;
- Act honestly and in good faith in fulfilling their duties;
- Be courteous and responsive in dealing with their colleagues, students, parents and members of the public and use temperate and prudent language;
- Work collaboratively with colleagues and;
- Ensure that their conduct, whether during or outside working hours, is consistent with the ethos of the School and does not damage the reputation of the School, and supports the Christian values and morals of the School and the Anglican Church as it operates in the Diocese of Sydney. Staff members who have a lifestyle that does not reflect these values may face termination of employment.
- Dress in a professional manner consistent with the School policies, the nature of the occasion or function they are attending and with the type of work they do.
- Support the values and ethos of the Anglican Church as espoused by the Diocese of Sydney in the classroom learning environment and in the teaching of prescribed curriculum materials which may espouse values inconsistent with those of the School.

Contractors, consultants and volunteers, visiting educators, trainees and practicum teachers, work experience students working with the School must be aware of this Code and conduct themselves 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 employees are engaging or managing external consultants, contractors or volunteers, it is their responsibility to make them aware of the School's expectations of conduct during the period of their engagement.

Management of Breaches in the Staff Code of Conduct

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

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

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 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.

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

Required Reporting

All employees are required to inform the Headmaster if they are charged with or convicted of a criminal offence. They must also inform the Headmaster if they become the subject of an Apprehended Violence Order.

If, through the course of their employment with the School, employees become aware of a crime committed by another person, they are required to report it to the Headmaster, who may be required to inform the police.

School employees must report to the Headmaster:

- Any concerns they may have about the safety, welfare and well-being of a child or young person;
- Any concerns they may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
- Any concerns they may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to them; and
- If an employee becomes 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';
- If an employee becomes the subject of allegations of 'reportable conduct' whether or not they relate to employment in the School.
- If an employee's 'Working with Children Check' clearance is cancelled or if they become a disqualified person from working or volunteering with children.

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

Please note that teachers and some other employees have mandatory reporting obligations under legislation. You should refer to the School's Child Protection Policy, for further information about these obligations.

Employee Duty of Care Towards Colleagues

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

Similarly, it is important for employees to treat 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.

Employees 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 behaviour.

Employees must not discriminate against, or harass for any unlawful reasons, or bully for any reason any employee, contractor, student or parent. Employee obligations in this regard, including the list of unlawful reasons, are set out in the School's Workplace Bullying and Harassment Policy Anti Sexual Harassment Policy, Unlawful harassment or discrimination may constitute an offence under Anti-Discrimination legislation. Bullying may be a breach of employee obligations under work health and safety legislation or duty of care at common law.

Employee should ensure that they are aware of the School's Workplace Bullying and Harassment Policy and Anti Sexual Harassment Policy.

If an employee believes they are being harassed or discriminated against or bullied, they should:

- In the first instance ask the person to stop, or make it clear that they find the behaviour offensive or unwelcome. If an employee is uncomfortable making a direct approach they should inform the Deputy Headmaster who will address the offending behaviour directly with the alleged perpetrator and take the appropriate action required.
- Formally raise the issue as a grievance in accordance with the School's Workplace Bullying and Harassment Policy as soon as possible after the incident(s) have occurred

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

The School will also view vexatious allegations about such matters as very serious. Employees conducting themselves inappropriately in this manner may be disciplined or dismissed.

Employee Duty of Care Towards Students

School employees have a duty of care to students in their 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 student's maturity and ability.

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.

Employees should ensure that they are particularly aware of the School's Excursion and In-School Activities and International Tours policies when involved in such activities.

Supervision of Students

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

Employees should be familiar with and comply with the Schools evacuation and lockdown procedures.

Students should not be left unsupervised either within or outside of class. Teachers should be punctual to class and allocated supervision such as playground duties.

Employees should remain with students at after school activities until all students have been collected. In the event that a student is not collected Employees should remain with the student until collected, or seek assistance from a supervisor, or bring the student to the Chapel steps or foyer (which is surveilled by CCTV).

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

Employees 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 policies on Student Duty of Care.

Ill or injured students should be attended by the supervising staff member. Should additional assistance be required Employees should contact the School Sister.

Employees should ensure that they understand and comply with the School's policy in regard to the storage and administration of prescribed medication to students health care including After School Care, School Clinic and policies on Infectious Diseases.

Employees should make sure they are familiar with and adhere to the School's Discipline Policy.

When dealing with students employees must not use language that demeans or embarrasses students or is intemperate or abusive in any way.

Supervision in change rooms and toilet facilities should be vigilant and effective whilst considering the privacy of the students.

Types of behaviours that will viewed as inappropriate when disciplining or managing students include:

- The use of derogatory names towards students.
- Ignoring a student because they are not liked.
- Speaking inappropriately about a students to another student.
- Depriving a student of what is within their rights.
- Speaking to students in an intimidating manner.
- Ignoring inappropriate behaviour that is not consistent with the School's ethos and values.
- The use of harsh punishment before a lower level of interventions has been tried.

General Conduct between Employees and Students

Employees should avoid situations where they are alone in an enclosed space with a student. Where employees are left with the responsibility of a single student they should ensure that this is in an open space in view of others. The Chapel Foyer and the Chapel Courtyard are safe spaces in such instances because they are surveilled by CCTV.

Employees should never drive a student in their car unless you have a specific permission from the Headmaster or a member of Senior Executive to do so. In the event of an emergency employees should exercise discretion but then report the matter to the Headmaster.

If an employee wishes to conduct a private conversation with a student they should consider the time and venue carefully to avoid placing themselves in a vulnerable situation. Employees should leave the door open, and not locate themselves between the student and the door.

When confiscating personal items, such as mobile phones or jewellery, employees should ask students to hand them over. Employees should only take items directly from students in circumstances where concern exists for the safety of the student or others, and the employees own safety is not jeopardised by this action.

Physical Contact with Students

Employees must not impose physical punishment on a student in the course of their professional duties.

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

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.

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.

Assessing a student who is injured or ill may necessitate touching the student. Employees should always advise the student of what they intend doing and seek their consent.

Sometimes in ensuring duty of care you may be required to restrain a student from harming him or 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. Employees should report and document any such incidents.

Relationships with Students

Under NO circumstances may an employee 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 and caregivers.

Employees engaging in such conduct will be dismissed.

Employees must note:

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

An employee 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. An overly familiar relationship with any student (including any adult student) that an employee is responsible for teaching, tutoring, advising, assessing, or

for whom they provide pastoral or welfare support raises serious questions of conflict of interest, 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.

If an employee considers that a student is being overly familiar, is seeking to establish a personal relationship with them or has developed a 'crush' on them, it should be reported to the Headmaster or Deputy Headmaster 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 care must be taken to use appropriate language. Employees must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.

Employees may, as part of their pastoral care role, engage in discussion with students. This is entirely appropriate. However they must be cautious about making personal comments about a student or asking questions that probe their own or a student's sexuality or relationships. They must not hold conversations with a student of an intimately personal nature where they disclose information about themselves.

Unless they have the express permission of the Headmaster and their parents or care giver employees must not:

- Invite to socialise with students.

Employees must not engage in tutoring or coaching students from the School without the express permission of the Headmaster. Generally, this permission will be denied.

Employees must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site.

Employees must not give gifts to students. They should also carefully consider your position before accepting any gift from a student.

Wherever practical, employees 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.

Employees 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 Matters (a Summary)

Employees must be aware of and comply with the School's Child Protection Policies.

Employees must report any concerns they have to the Headmaster about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to them. This includes self disclosure if the allegation involves the employee themselves.

Working with Children Check (WWCC)

The Working with Children Check is a prerequisite for paid and unpaid child-related work.

Employees must have a current Working with Children Check clearance which will be valid for a period of five years. Employees are responsible for renewing their Working with Children Check every five years.

Expectations of Teachers' Classroom Practice

The values of the Anglican Church as espoused by the Sydney Diocese are to be supported and maintained in the teaching and learning environment of the School.

Teachers are to maintain a professional standard in their classroom at all times. Teachers should model and encourage in their students a love of learning and a discipline of study.

Macarthur will not at any time accept corporal punishment as a means of behavioural modification by any staff member and will not sanction the administering of corporal punishment by non-school persons including parents.

Situations involving the use of prescribed curriculum material in which sexual themes or language are contextual, call for professionalism, prudence and a Christian perspective (commensurate with the values of the Anglican Church in the Diocese of Sydney).

Appropriate Use of Electronic Communication and Social Networking Sites

Employees must comply with the School's Staff Use of Information and Communication Technologies Policy. This 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, discriminatory, defamatory, threatening, abusive or obscene;
- Not inviting students into your personal social networking site or accept an invitation to theirs;
- Not using social networking sites to email or contact students, unless approved School sites.
- 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.

Employees must never use the School's networks or electronic devices supplied by the School or the School's computers and electronic devices supplied to them 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; or
- Subversive or other messages or material related to illegal activities.

Use of Alcohol, Drugs and Tobacco

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

Employees of Macarthur must:

- Not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- Not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work except at specific school functions as permitted by the Headmaster;
- Notify their supervisor if they are aware that work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- Take action to resolve any alcohol or other drug-related problems that they have; and
- Consult with their supervisor or the Headmaster if they are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

Employees of Macarthur must not:

- Have illegal drugs in their 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 employment and referral to the Police;
- Give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and
- Supply or administer prescription or non-prescription drugs to students unless authorised to do so.

Tobacco, Smoking and Vaping

Employees of Macarthur must not smoke, vape or permit smoking or vaping in any school buildings, enclosed area or on school grounds. This includes all buildings, gardens, sports fields, cars and car parks.

Employees must not purchase tobacco or tobacco or vaping products for any school student, or give them tobacco or tobacco or vaping products.

Identifying and Managing Conflicts of Interest

School employees must not act in conflict with the School's best interests. A conflict of interests can involve:

- Pecuniary interests (i.e. financial gain or loss or other material benefits);
- Non-pecuniary interests (i.e. favours, personal relationships and associations).
- 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; or
- The interests of your friends.

When faced with a situation in which conflict of interests may be present, an employee should report any potential or real conflict to their supervisor or the Headmaster.

An employee should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing an employee's decision.

A school employee must not engage in ANY outside employment without the permission of the Headmaster.

Declaring Gifts and Benefits

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

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

If an employee is offered a gift or benefit, he or she 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 of nominal value must not become personal property. The employee should either politely refuse it or advise the contributor that they will accept it on behalf of the School.

When such a gift is accepted, an employee must advise the 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.

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 an employee wins a prize they must advise their supervisor or the Headmaster who will determine how the prize should be treated and recorded.

Communication and Protecting Confidential Information

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

Employees should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Headmaster or his delegate.

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.

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

Confidential Information

School employees must only use confidential information for the work-related purpose it was intended.

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

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

Privacy

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

Employees should always exercise extreme caution and sound judgement 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

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.
- Employees must not destroy or remove records without appropriate authority.
- Supervisors have a responsibility to ensure that the employees reporting to them 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 relevant policy and the requirements of the School.
- 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

When creating material employees 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 must not be given without the approval of the Headmaster.

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

If employees 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 their own time or at home.

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