



## Rouse Hill Anglican College Code of Conduct

All employees of the Rouse Hill Anglican College are expected to observe the highest standards of ethical behaviour and integrity in their conduct. The Rouse Hill Anglican College's Code of Conduct sets out our key values and how they should be applied within our workplace and in our dealings with those outside of our college. The Rouse Hill Anglican College's Code of Conduct applies to all directors, officers and employees of the Rouse Hill Anglican College.

This Code of Conduct has been prepared having regard to the Australian Standard 8002-2003 'Organisational Code of Conduct'. It is an important management tool which can positively shape our culture.

### Introduction from Principal

The Code of Conduct forms comprehensive directions to employees or others workers as to the expected standard of behaviour. This Code of Conduct applies to all employees of Rouse Hill Anglican College whether employed on a permanent, temporary or casual basis. Additionally, contractors and volunteers are also required to confirm to the Code of Conduct.

As well as meeting legislative requirements, the Code of Conduct is framed around the Rouse Hill Anglican College Values

#### **Character, Care & Courage through Christ**

The Code of Conduct also reflects the instruction from the Apostle Paul to the Church of Colossi "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving." Colossians 3:23-24.

This Code of Conduct 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 of Conduct 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.

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

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

Brett Hartley

Principal

### Our Key Values

Core Attributes of Staff

#### Our People:

- Have a living faith in Jesus Christ which shapes their own lives, visible in the College as they demonstrate the fruit of the Spirit (Galatians 5:22-23 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law)
- Take responsibility to be committed, hard-working and prepared to go the extra mile
- Are advocates for the College, showing loyalty and support for all members of the College community
- Are prepared to be innovative, flexible and have an attitude which sees challenges as opportunities
- Through collegiality, demonstrate enthusiasm, initiative, approachability and support
- Build powerful learners by modelling: resilience, resourcefulness, reciprocity and reflectiveness

As a College employee, you are expected to:

- (a) perform your duties to the best of your ability and be accountable for your performance;
- (b) follow reasonable instructions given by your supervisor or their delegate;

(c) comply with lawful directions;

(d) 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;

(e) act honestly and in good faith in fulfilling your duties;

(f) be courteous and responsive in dealing with your colleagues, students, parents and members of the public;

(g) work collaboratively with your colleagues; and

(h) ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the College and does not damage the reputation of the College.

**Respect for people:** The College expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the College reputation. Therefore, all employees are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

1.1 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.

1.2 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.

1.3 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the College's Discrimination, Harassment and Bullying Policy. 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.

1.4 You should ensure that you are aware of the College's Discrimination, Harassment and Bullying Policy. If you believe you are being unlawfully harassed or discriminated against or bullied:

(a) where you feel comfortable ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with your direct supervisor 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 College's Discrimination, Harassment and Bullying Policy as soon as possible after the incident(s) have occurred.

1.5 The College 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.

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

## Our Working Environment

### 1. Staff Attire

1.1 As a general rule, staff should dress to a professional standard that is expected of those working in an independent school with the minimum standard set by the uniform expectations of students. As such, male staff members should wear trousers, business shirt and tie. Females should also wear clothing that reflects a professional standard. Items that are not acceptable are:

- Sneaker type shoes
- Clothing with plunging necklines, those that will reveal stomach or lower back, shoestring or narrow shoulder straps
- Denim - including jeans, skirts and tops
- Casual type sweaters/jackets (for example, hooded tops, jerseys, those made from fleecy material or polar fleece)
- Leggings or "skinny" pants
- Shorts (except for sport days - see below)
- Advertising logos on t-shirts, tops, etc

Skirts should be of an appropriate length that will not draw unwarranted attention and reflecting the same length required of students. Trousers/slacks and three-quarter pants should be of a tailored style.

Football jumpers and other clothing items that promote sports teams, products or other educational institutions should not be worn.

Staff are requested to refrain from wearing excessive body jewellery and makeup, respecting the expectations that we have of students. Hair colouring should reflect the standards required of students. If staff members have a tattoo, it should be disguised in such a way that it is not immediately obvious to others.

Male staff should shave each work day or attend to the frequent neat trimming of beard.

Staff are expected to wear a hat for playground duty. Male staff should wear a jacket for assemblies during Terms Two and Three.

1.2 Footwear for female staff should provide a majority of cover over the front of the foot and support or strap around the heel (avoid open sandals). Those working in practical areas are required to have full coverage of the foot. Footwear that "flaps" while walking does not provide adequate support for a work environment. Footwear for all staff should reflect a professional and safe standard. Footwear should be of a non-slip style, suitable for hard floor surfaces as well as carpeted areas. Staff should wear their shoes at all times while at work. Stiletto heels are not to be worn in the Auditorium.

1.3 Sports Attire. During sport days where staff are actively teaching Sport or PE (Junior School), or lessons (Senior School), staff may wear tracksuits or other sports clothes as appropriate that are of a neat nature that complements the College Sports uniform. Staff are permitted to wear the College sports shirt and tracksuit on such occasions. Sports shoes should be of a blue/black/white colour range. If required for after school meetings such as parent teacher nights, sports staff should change into professional attire.

Senior School staff who are taking after school sport groups should change to sports attire if appropriate, prior to leaving. It is not appropriate to wear sports attire through the day.

Any sports attire for staff should be co-ordinated and of a professional standard. Board shorts are not acceptable.

Junior School Summer Sports Attire. All Junior School staff are to complement the College sports shirt by wearing the College sports shorts or plain navy shorts to the knee or just below.

Junior School Winter Sports Attire. The College tracksuit, or a matching tracksuit of a similar standard in black or navy.

Junior School Swimming program. Staff may wear professional dress with sensible non-slip shoes or, alternatively, the College track suit, or a matching tracksuit of a similar standard in black or navy.

1.4 Excursions. While on excursions or any other outside College event, staff are required to maintain the above dress code. In the event of outdoor education activities, field trips and overnight camps, staff may wear appropriate casual clothing as expected of students. Board shorts are not acceptable, except when on camp and undertaking water activities.

1.5 Parent Meetings and Events. It is the expectation that staff are professionally attired for parent meetings even if this requires a change of clothes following sports or other activities during the day. At official events, such as Presentation Night, male staff should wear a suit or sports jacket with collar and tie, while female staff should wear a standard of clothing that reflects the dignity of such an occasion.

## 2. Use of Alcohol, Drugs and Tobacco

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

2.1 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.

2.2 As an employee of the College, 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; and
- (e) consult with your supervisor or Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

### Drugs

2.3 As an employee of the College, you must not:

- (a) have illegal drugs in your possession while at work. Any illegal drugs found on College property or in the possession of any person on College 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; and

(c) supply or administer prescription or non-prescription drugs to students unless authorised to do so.

#### Alcohol

2.4 You must not take alcohol to the College or consume it during College hours or at any College function at any time students are present, including those events conducted outside College premises unless expressly permitted to do so by the Principal. A College function is any occasion organised by the College and/or in the College's name, including dances, farewells, excursions, camps, overseas trips, sporting fixtures and fund raising events.

2.5 You must not:

- (a) purchase alcohol for, or give alcohol to, any student (or to any other person under the age of 18 years); and
- (b) encourage or condone the use of alcohol by students of any age during educational activities.

#### Tobacco

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

2.7 You must not purchase tobacco or tobacco products for any student, or give them tobacco or tobacco products.

## Our Duty of Care to Students

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

As a College employee, you have a duty of care to students in your charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.

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

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

#### Duty of care

1.1 As a College 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.

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

1.3 You should ensure that you are aware of the College Excursions Policy and Risk Management Procedures.

#### Work health and safety

1.4 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.

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

1.6 You should ensure that you are aware of and the College's Work Health and Safety Policy.

#### Supervision of students

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

1.8 You should be familiar with and comply with the College evacuation procedures.

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

1.10 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.

1.11 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.

1.12 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 College Bullying Policy and in the Junior School and Senior School handbooks.

1.13 Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact the College Nurse.

1.14 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 Medications Procedures within the First Aid Policy).

## 2. Professional Relationships Between Employees and Students

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

### Supervision of students

2.1 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 Principal.

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

2.3 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.

The conduct of a classroom should always be visible to people from outside the classroom. As such, classroom windows should not be blocked off to inhibit vision from into the room. Staff members are discouraged from lowering classroom blinds when students are present in a room.

If a staff member is keeping a student after school for a detention or for additional lessons, then this must be conducted in an open classroom or space. Other staff members must also be on site for the duration.

2.4 When confiscating personal items, such as mobile phones or jewellery, 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

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

2.6 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.

2.7 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.

2.8 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.

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

2.10 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 College's behaviour management practices or individual student management plans. You should report and document any such incidents.

### Relationships with students

2.11 You must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. You are reminded of:

(a) the law prohibiting sexual relations with a person under the age of consent (16 years); and

(b) the law prohibiting sexual relations between a teacher and their student under the age of 18 years.

2.12 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. An overly familiar relationship with any student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support 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 College.

2.13 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 supervisor and/or the Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.

2.14 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.

2.15 You may, as part of your pastoral care role, engage in discussion with students. This is entirely appropriate, however, you must be cautious about making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself.

2.16 You must not:

- (a) invite students to your home;
- (b) visit students at their home; or
- (c) attend parties or socialise with students,

unless you have the express permission of the Principal and their parents or care giver. Students of Rouse Hill Anglican College should not visit a staff member's home, unless the purpose of the visit is related to the children of that staff member.

It would not be appropriate for a staff member to visit the home of a student, except in circumstances such as visiting the parents as prearranged (not on College business) or visiting a sick child - as prearranged and approved by a member of the Senior Executive and only with parent/s also present.

2.17 You must not engage in tutoring or coaching students from the College without the express permission of the Principal. Please also refer to the "Employment/Work Outside College" policy in this handbook.

2.18 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 7 - Appropriate use of electronic communication and social networking sites).

2.19 In principle, you must not give gifts to students, though occasionally, it may be appropriate to give gifts to students, however, no favouritism should be apparent in the giving of gifts to students. If a birthday gift is given to one child in the class, then a birthday gift of a similar value and nature should be given to all students in the class. The value of any gifts provided to students should be kept to a minimum. The same principle applies to the giving of cards for birthdays or other events. You should also carefully consider your position before accepting any gift from a student (see Section 10 - Declaring gifts, benefits and bribes)

2.20 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.

2.21 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

2.22 You must be aware of and comply with the College Child Protection Policy.

2.23 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 Principal. This includes self disclosure if the allegation involves you.

2.24 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.

2.25 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 .

2.26 For further information about 'reportable conduct' see the College Child Protection Policy.

2.27 The requirements outlined in relation 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.

**Bathroom Facilities and Change Rooms.** Staff are not to make use of student toilet facilities on College property and should avoid using toilet facilities shared by students when on excursions or activities off site. In circumstances where facilities are shared, members of staff should use a secured cubicle. Staff members should also not be seen to be loitering within a toilet block used by students or to view students while they are using the facility.

Staff members should not change within the vicinity of students. In circumstances where facilities are shared, staff members should use a secured cubicle, if available. If a secured cubicle is not available, the staff member should change promptly and with modesty.

At times it is necessary for staff members to enter a toilet block or change room for the purposes of supervision. It is important that students are aware of a staff member approaching by an audible warning.

Staff members should not assist a student when changing to the degree where they could be accused of inappropriately touching a student. For instance, it would not be appropriate to assist a student with the removal or dressing of undergarments, shorts, trousers, etc unless the student in question has a disability that prevents them from managing these actions.

The Working With Children Check

2.28 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 .

2.29 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.

3. Appropriate use of Electronic Communication and Social Networking Sites

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

3.1 You must comply with the College's Communication Policy, RHAC Staff Electronic Communication Policy and Staff Laptop Computer Usage Policy. 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 unless specifically authorised by the Principal to do so;
- (g) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- (h) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

3.2 You must never use the College'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; or
- (e) subversive or other messages or material related to illegal activities.

3.3 You must comply with the College expectations with regard to the classroom viewing of videos, DVDs, television shows, etc.

Staff members must be responsible for checking the rating of any shows that are watched by students whilst they are in their care. It is permissible for students from Kindergarten to Year 6 to watch shows with a G rating without prior parental approval. It is permissible for students from Year 7 to Year 10 to watch shows with a PG rating without prior parental approval. It is permissible for students from Year 11 and 12 to watch shows with a M rating without prior parental approval.

Where a film or show is to be shown that falls outside these guidelines, a permission note must be issued that clearly states the title of the show and the rating. Exemptions should not be sought for students in Kindergarten to Year 2; they are only permitted to view G rated programs. Only students with signed permission notes will be entitled to view such shows.

## Our Business Dealings

### 1. Identifying and Managing Conflicts of Interest

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

1.1 As an employee of the College, you must not act in conflict with the College's best interests. A conflict of interests can involve:

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

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; or
- (c) the interests of your friends.

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

1.3 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.

### 2. Declaring Gifts, Benefits and 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.

2.1 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 Principal.

2.2 Accepting gifts and other benefits from students or parents 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 College and its staff. You must not create the impression that any person or organisation is influencing the College or the decisions or actions of any of its employees.

2.3 If you are offered a gift or benefit from students or parents, 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 (\$50) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the College.

2.4 When such a gift is accepted, you must advise the Principal. 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 on the gift register.

2.5 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 College. If you win a prize you must advise your supervisor or the Principal who will determine how the prize should be treated and recorded.

\* This section does not apply to gifts between staff members or gifts given when a staff member is leaving the College.

### 3. Communication and Protecting Confidential Information

#### Communication

3.1 You are required to comply with College Communications Policy

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

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

3.4 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.

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

Confidential information

3.6 As an employee of the College, you must only use confidential information for the work-related purpose it was intended.

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

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

Privacy

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

3.10 You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other College 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 College's work because of their expertise.

4. Record Keeping

4.1 All employees have a responsibility:

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

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

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

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

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

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

5. Copyright and Intellectual Property

5.1 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.

5.2 Advice relating to sharing or licensing the College's intellectual property should be sought from the Principal.

5.3 The College cannot give away or assign its intellectual property without the approval of the Principal.

5.4 If you develop material that relates to your employment with the College, the copyright in that material will belong to the Rouse Hill Anglican College. This may apply even if the material was developed in your own time or at home.

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

## College Staff as Parents Policy and Parent, Guardian and Volunteer Code of Conduct

College Staff as Parents Policy

The College recognises the advantages and opportunities of having staff members' children enrolled in the College. It also recognises the importance of community and that many staff will have relatives or god-children enrolled in the College. Children with close family connections to our staff are most welcome and enrolment is encouraged, however, with this staff with close family connections need to recognise that they are to abide by a higher level of transparency in their practice and, in the eyes of other parents, their children or relatives will also be held to a higher standard because of their additional association with the College. Given the freedom of access to information, staff must ensure that their practice and actions cannot be called into question.

## Communication Between Home And School

College staff are requested to follow the same routines expected of parents when contacting other College staff by phone or email when the matter relates to their own child or relative. As such, contact should not be made with another staff member at their home or by mobile phone.

College staff are asked to refrain from approaching other staff members directly about their children or relatives, particularly during the course of the work day. If an interview or conversation is required, this should be prearranged in the same way all parents would make contact with a teacher and should not be expected to occur on the spot. Spouses of staff members are also expected to use the correct channels of communication.

## Accessing Edumate Records and Information

College staff have access to a greater number of functions and data in Edumate. As a College staff member with family connections it is expected that when it comes to your own child/ren, relatives and their peers, that you would not access reports, Welfare entries or other information on Edumate that is not readily available to other parents of the College. Similarly, College staff should never access student files for their own children or any of their peers.

## Parent Teacher Nights

While it is the College's desire for all parents to be able to access teachers and discuss the progress of their children or relatives, the priority on parent teacher meeting evenings is for that staff member to meet with the parents of students in their class. Staff may choose to arrange meetings with their child's teacher prior to the commencement of the evening or at the conclusion of the evening. Alternatively, they can arrange a mutually suitable time to meet with their child's teachers.

## Teaching Your Child's Year Group

While it is not ideal that College staff teach the Year Group of their children or near relative, in the event that a staff member teaches the same Year Group in which their child is enrolled, it is expected that teachers will be mindful of the information to which they have access and that they exercise great caution with setting exams and tests. Staff members should not mark any work of their own children, and, in circumstances where they teach in the same Year Grouping as another relative, work should be double marked to protect against any perceived favoritism or conflict of interest.

## Staff Laptops and Computer Network

All staff are not to allow students and/or their own children to use College provided laptops. In view of the sensitive nature of College material that will be on their laptops, staff are expected to exercise common sense to ensure no other person has access to their laptop. Under no circumstances should family members or friends be placed in a position of responsibility for the security or operational integrity of the computer. Staff remain responsible at all times for the proper care and operation of their laptops.

## Exams, Tests and Assessments

Exams, assessments and access to marks are part of College life and must be treated with the highest level of confidentiality and security. The setting or writing of exam papers and assessments, and the marking of assessments, should all be completed at a time when family members will not be able to view this work. Assessment tasks should be kept away from general and multipurpose areas both in the home and at the College. Children or relatives of staff members should never be used to assist with the marking of class work, exams, tests or assignments.

Staff members with children at the College will not be assigned to set examination papers for cohorts where their own children are enrolled. They are not to access exam papers until the examination has been completed by all students, and only if it is appropriate for them to access the papers as part of their teaching responsibilities. Staff members with children enrolled at the College are not to mark examinations or assessment tasks that have been completed by their own children or near relatives.

Some exam papers are purchased from external sources and have security periods attached to the handling of such which can extend past the College internal exam dates. Staff members (teachers and administration staff) should be aware that these papers, including NAPLAN tests, Trial HSC Exams, Year Eleven and Year Ten Exam papers are kept in the Strong Room and should not be taken to staffrooms or homes. Security breaches are taken most seriously by the NSW Education Standards Authority, the external providers and the College.

Staff members who have children/relatives and friends of children enrolled at the College must ensure that they maintain strict levels of confidence with regard to security of examination information to ensure that there is no possibility of a breach of exam security. A breach of exam security would be considered as a very serious breach of employment contract, placing ongoing employment in jeopardy.

Similarly, staff members who have children/relatives and friends of children enrolled at the College should also be cautious when accessing results on Edumate and other restricted sources. Under no circumstances should results ever be given to family members or other families as this would be a breach of confidentiality. Access to information on Edumate or other areas such as the Common or Admin Drive before it is made available to other students or families is highly inappropriate. Staff members who have children/relatives and friends of children enrolled at the College are not permitted to alter marks in markbooks concerning these children. A breach of the security of markbooks would be considered as a very serious breach of employment contract.

## Discipline Issues Involving Your Child

When a discipline or welfare situation involving a staff member's child or near relative arises, it is inappropriate for the parent/relative of one of the children to manage or investigate the situation. The issue should be referred immediately to the Subject Co-ordinator, the Year Advisor, the Stage Co-ordinator, the Head of School or the Deputy Principal.

Similarly, when an issue arises involving a staff member's child, communication and contact will be addressed out of College hours or with the other parent, where suitable.

### Accessing College Counsellors

Staff are to use the established procedures to access the College Counsellors.

### Social Media

As a parent, it is appropriate that you are a friend of your child's on social media networks, however, it is against our Staff Code of Conduct for staff members to 'friend' other students of the College. When making comments on social media, staff members need to be mindful that 'friends of friends' will see these comments. Staff are reminded that they must not bring the College or its staff into disrepute and that they should model their Christian faith in all activities and relationships. With regard to connecting with other parents on social media, we ask staff to be discerning both with whom they connect and what they choose to post, comment on or 'like'. Staff should ensure that privacy settings on social media are set appropriately.

### Relating to Your Child's Friends and Their Families in the College

While we encourage all staff to maintain a friendly and positive relationship with all students, at no time should friends of your own child/ren be seen to be receiving favourable treatment that you would not normally show to other students. Students are required to maintain the same degree of respect for all staff members and you must insist that they address you formally when speaking with them while you are at work.

When relating to your child's friends and families while outside of the College, you are reminded of your obligation of loyalty to the College and to your fellow staff. It is not appropriate to have conversations that may involve criticism or ridicule of the College or staff members of the College. Staff are reminded that at all times they are to model their Christian faith in all activities and relationships.

### Car Park

Even on days when a part-time staff member is not working, it is imperative that staff members abide by the rules of the use of the parking areas and the interior road system of the College.

### Supervision of Children

Staff should ensure that their children are suitably cared for before and after school and that staff can fulfil all required obligations including teaching lessons at the beginning and end of the day, duties and attendance at devotions. Staff with young children starting Kindergarten, should talk with their Head of School to make interim arrangements to allow for a settling in period for their young child.

### Sick Bay

When a student is sick or needs parent attention, the child should report to sick bay as expected of any other student. They should not go directly to their parent. If a parent of a sick child is passing by sickbay and their child is there and unwell, the parent is asked not to intervene unless requested by the sick bay staff. In some cases, the matter can be resolved quickly without interrupting the day of the staff member.

### Accessing Staff Areas

Children of staff members are not to access shared staffrooms. They should stay in Common Learning areas or the Library before and after school. Children should also be careful with the placement of school bags during these times to ensure that they do not become a trip hazard for other people accessing these areas. Staff children are never to access staff toilets or staff facilities.

### Class Placement

Should staff have a particular request or requirement for consideration of class placement, the only person that the parent/staff member should approach is the Head of Junior School or the Director of Studies. Staff member's children are placed in classes in a fair and equitable manner and it is essential that this process is transparent and fair. It is not appropriate for a staff member to access class placement information for their children or relatives before students are notified.

### Attending College Events/ Excursions - As A Staff Member/Parent

#### Presentation Day/ Nights, Special Assemblies and other events

First and foremost staff are required to fulfil their obligations as teachers at the College. When it comes to special functions and assemblies for their children that they would like to attend, within reason, Senior School staff may attend during a free period or lunchtime, or in extraordinary circumstances arrange for another teacher to take their lesson. All arrangements

must be made with the prior approval of the Deputy Principal. For Junior School staff, approval must be sought from the Head of Junior School.

When the event involves a large number of staff, it may not be possible to accommodate all requests, however, a fair and equitable approach will be applied (for example, staff members whose children are receiving awards at Presentation Day would be given priority).

#### Camps/Excursions

If a staff member attends a camp or excursion with their own children, they are reminded that their duty of care is to all students attending the camp or excursion. The staff member is not to demonstrate any particular favour to their own children or exempt their own children from any requirements or expectations of other students. When students are grouped on excursions or camps, it is appropriate for the children of staff members to be allocated with other staff members rather than their parents.

#### Parent, Guardian & Volunteer Code of Conduct

The Parent, Guardian and Volunteer Code of Conduct is a guideline to ensure mutual understanding of expectations. Adults are in a position to model positive values and behaviours to the children around them and it is for this reason that we frame the Code of Conduct around the College Values.

#### R Respect Responsibility

#### H Honesty Integrity

#### A Attitude Acceptance

#### C Co-operation Care

Schools exist for their students and our vision is therefore to provide a safe, supportive and mutually respectful environment where students are positively influenced by other College community members (including staff, parents and other students) so they become mature, reflective, confident young men and women of outstanding character; ready to leave school and make a positive difference in the world.

The Code of Conduct sets out the general principles, expectations and ideals that we ask all adults associated with the College to follow so that all interactions between College community members are mutually respectful and considerate.

The code applies within the College buildings and grounds, during public transport to and from the College, and at all College functions, sporting events and/or excursions. Even at other times, it is expected that College community members will be mindful of the rights of others and of their role as ambassadors for themselves, their family and their College.

## Parents as Partners in the Education Process

The College seeks to develop and maintain a dynamic and beneficial relationship with parents so that they become partners in the education process.

The partnership between the College and parents requires that parents seek to ensure that the students are meeting College requirements with respect to:

- Attendance
- Participation
- Presentation (including the wearing of correct College uniform)
- Homework
- Behaviour

e).I/We pledge to support the principles, practices and educational policies of the College in every way (Extract from the Acceptance of Offer of Enrolment letter.)

#### Parent Conduct

Courtesy between parents and other community members (staff, students and other parents) is expected at all times.

All College Community members should speak with others in a manner that is encouraging, respectful and supportive. Language that is offensive, aggressive, profane, insulting or intended to be hurtful is to be avoided at all times; and especially in the presence of students.

Parents should encourage and model sportsmanship and positive behaviour at sporting and other College events.

Parents should discourage behaviours contrary to the student code of conduct such as bullying, inappropriate use of online social networks, anti-social and violent behaviour and are asked to communicate their concerns in these matters

directly to the appropriate College staff. Discipline of students is the responsibility of College staff and parents should not contact other parents directly to discuss these matters.

Parents are not to place photos of other students taken at the College or at College events, and their names onto online social networks such as Facebook.

Video/Filming at the College or at College Events. Any filming of events or activities must be with the expressed permission of College staff. In order to protect the privacy of those filmed, such footage is not to be copied or provided publicly through websites or on social networks such as Facebook.

Parents are encouraged to be positive ambassadors for the College and should refrain from public criticism of other College community members, including staff, students and other parents.

Staff, students and parents should not approach another member of the College community in a confrontational or aggressive manner.

Smoking is not permitted on the College grounds or at a College event involving children. Alcohol must not be consumed at any College event in the presence of the College's students.

#### Communication

Parents are encouraged to use the designated means of communication (diary, letters, email, telephone and face - to - face interviews) as means of communication with teachers and other College staff. Appointments must be made ahead of time for any meetings with staff members.

Formal Parent-teacher interview times are organised but additional meetings will be arranged on a needs basis if required. Parents are encouraged to discuss their concerns with the class teacher in the first instance.

Parents are asked to use courteous written and spoken language at all times when interacting with other members of the College Community.

Parents are encouraged to raise concerns early and communicate with appropriate staff as issues arise.

#### Parent Attendance at College Events

It is important for parents to engage with the College by supporting and attending College events. It is expected that parents will attend the following events:

- Presentation Day events for Junior School and Senior School as applicable
- Parent Information evenings
- Parent / Teacher Nights
- Staff initiated meetings to discuss pastoral, behavioural or academic issues that arise.

In addition, parents are encouraged to attend:

- Co-curricular events that their child(ren) are participating in such as sports events, drama productions and music concerts.
- Community events such as Hills Harvest, Big Night Out, P & F hosted fundraisers and Showcase Evenings which provide great opportunities for parents to engage with other families within the College Community.

#### Contribution

Parents are encouraged to contribute to the wider life of the College Community. Opportunities exist in the following ways:

- Parents and Friends (P & F) Association
- Classroom Helpers (Junior School)
- Examination Assistance
- Assistance at Sports Carnivals
- Spring Fair assistance
- Working Bees
- Parents may be able to assist in ways that are specific to their experience, expertise or business pursuits, particularly in providing opportunities for Year 10 Work Experience placement and/or involvement in 'Australian Business Week' (ABW).

P & F Meetings are an opportunity for community building, to raise awareness of matters impacting the College and to support the College through fundraising programs. The P & F Meetings are not a forum for raising matters of discontent with the College. Parents are encouraged to raise any concerns early and communicate with appropriate staff as issues arise.

## Safety

Parents are asked to comply with all relevant policies and guidelines as they relate to the safety of others within the College Community. Parents are especially asked to be familiar with the College's Emergency procedures and follow the directions of relevant staff should they be onsite or at a College event when an accident, drill or emergency occurs.

Parents are also expected to be familiar and comply with College rules with regard to driving on College grounds, parking, pick-up and drop-off routines. Visitors to the College during the course of the day must report to the College Office and collect a Visitors badge.

'All staff, students and parents at Rouse Hill Anglican College have the right to be treated fairly and with dignity in an environment free from disruption. Staff, parents and students have the right to expect the College will be a safe and caring place.'

## Implementation

### 1. What Happens if I Breach the Code of Conduct?

As an employee, you hold a position of trust and are accountable for your actions.

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

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

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

- (a) the seriousness of the breach;
- (b) the likelihood of the breach occurring again;
- (c) whether the employee has committed the breach more than once;
- (d) the risk the breach poses to employees, students or any others; and
- (e) whether the breach would be serious enough to warrant formal disciplinary action.

1.4 Actions that may be taken by the College in respect of a breach of the Code of Conduct 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 of Conduct.

### 2. Required Reporting

Employees are required to report certain information to the College.

2.1 All employees are required to inform the Principal 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 Principal if you become the subject of an Apprehended Violence Order.

2.2 If, through your employment with the College, you become aware of a serious crime committed by another person associated with the College, you are required to report it to the Principal, who may be required to inform the police.

2.3 As a College employee, you must report to the Principal:

- (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; and
- (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'; and
- (e) if you become the subject of allegations of 'reportable conduct' whether or not they relate to your employment in the College.
- (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 College Child Protection Policy for further information about these obligations.

2.4 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 College Child Protection Policy for further information about these obligations.