

PO12 CODE OF CONDUCT

PURPOSE

The ISWA Code of Conduct (Code) outlines the work practices and establishes expectations for personal and professional boundaries concerning appropriate and inappropriate behaviour regarding staff, students, parents, guardians, governing body members and volunteers. This Code applies to both the physical and online environments.

The Code also outlines the obligations of all staff at ISWA with respect to legislative requirements pertaining to:

- Mandatory Reporting Legislation – *Children and Community Services Act 2004*
- Reporting of reportable Critical Incidents (refer to Critical Incident Management Plan) by Principal to Director General (Department of Education).

This Code is intended to apply to all employees, parents, guardians, governing body members, volunteers and contractors in their work with the school.

OBJECTIVES

The aim of this Code is to provide guidance around standards of behaviour, conduct of relationships, attitudes and responsibilities to uphold the ethos and values of ISWA. ISWA is committed to providing a child-safe environment which safeguards all students and is committed to promoting practices which provides for the safety, wellbeing and welfare of our children and young people.

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

The Code places an obligation on all staff, students, governing body members, parents, guardians, volunteers and ISWA community members to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace. The Code also includes staff obligations to report objectively observable behaviour which is not permitted by the Code.

PRINCIPLES OF CODE

Staff, students, parents, guardians, governing body members and volunteers are expected to behave in a manner which promotes the safeguarding role of the school, in a manner which is in accordance with school expectations, professional expectations and best practice of the teaching profession, as well as the expected norms of our community.

Any complaints made in good faith are protected from retribution and negative consequences.

A summary of the key principles¹ (12) are in the following table:

Name of Principle	Description of key expectations	Reference to other Policies/Procedures and Legislation (if applicable)
1. Employee Expectations	<ul style="list-style-type: none"> • Be familiar with the School's Policies and Procedures • Understand your compliance obligations; seek clarification if you are not sure • Act honestly and in good faith in fulfilling your duties • Ensure your conduct (during /outside working hours) is consistent with the ethos of ISWA • Dress in a professional manner appropriate for your role 	<p>Obligation to inform the Principal if convicted of a serious offence</p> <p>Obligation to report to Principal if aware of crime committed by another staff</p> <p>Report concerns about safety, welfare and wellbeing of a child or young person</p> <p><u>Key ISWA Policies</u> Child Protection Policy Mandatory Reporting</p>
2. Good Teaching Practice	<ul style="list-style-type: none"> • Provide quality teaching appropriate for your students • Cater to diversity of learners • Collaborate with colleagues 	<p>Professional Development Equal Opportunity and Diversity</p>
3. Respect for People	<ul style="list-style-type: none"> • Responsibility to safeguard and promote welfare of students and other staff • Employees are expected to be courteous, approachable and respectful; concerns should be followed up promptly • ISWA does not condone discrimination and seeks an inclusive environment 	<p>Code of Conduct Student Code of Conduct Student Code of Conduct – Child Friendly Equal Opportunity & Diversity Employee Grievance Resolution Procedure Anti-Bullying Policy</p>

4. Duty of Care / OS&H	<ul style="list-style-type: none"> • All teachers have an individual Duty of Care to take all reasonable steps to protect students in their charge from risks of harm that can be reasonably predicted • All staff must understand and comply with their mandatory reporting obligations. • Provision of medical assistance and or seeking assistance from a medically trained person to aid a student 	Risk Management Policy Duty of Care Policy Medical Policy Excursion Policy OS&H Policy Mandatory Reporting Policy
5. Maintain Professional relationships	<ul style="list-style-type: none"> • Interactions including verbal and non-verbal should always maintain professional boundaries with students 	Child Protection Policy Mandatory Reporting Policy

¹ AISWA Policies and Procedures Guidelines for School - Code of Conduct V11

Name of Principle	Description of key expectations	Reference to other Policies/Procedures and Legislation (if applicable)
	<ul style="list-style-type: none"> • Supervision of students; avoid situations where you are alone in an enclosed space • ISWA does not permit teachers to have personal interests in students beyond a professional interest 	
6. Appropriate use of electronic communication	<ul style="list-style-type: none"> • The School's Information Technology Acceptable Use (Staff) Policy outlines appropriate and inappropriate use of ISWA IT equipment including laptops 	ICT Acceptable Use (Staff)
7. Alcohol / Drugs	<ul style="list-style-type: none"> • The School does not permit staff to perform work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances 	

8. Conflicts of Interest	<ul style="list-style-type: none"> Any conflicts or potential conflicts of interest must be reported to your Line Manager or Principal. A conflict of interest can involve pecuniary or non-pecuniary interests (favours, personal relationships), interests of family, business partners and/or friends. 	Code of Business Practice
9. Gifts, Benefits & Bribes	<ul style="list-style-type: none"> Bribes must never be accepted and should be reported to the Principal immediately. Gifts or benefits as an act of gratitude may be perceived as rude if not accepted. Staff should use judgement when accepting gifts to ensure the receipt of them does not create a sense of obligation. Gifts over \$150 should be reported to the HR Manager for the Register 	Gift Register
10. Confidential Information	<ul style="list-style-type: none"> The School's communication protocol outlines how information of an academic nature is maintained Staff treat student information as confidential and will use a sensible approach to the release of information i.e. overseas tours for students may require us to provide student sensitive data to third parties Staff have obligations under Mandatory Reporting which may not allow a guarantee of confidentiality 	Privacy Policy Communication Protocol
11. Recordkeeping	<ul style="list-style-type: none"> Staff have obligations to create and securely maintain full, accurate and honest records of their activities, decisions and other business transactions Staff have obligations under School Policies, procedures and practices to capture and store records in the School's information systems. 	Records Management

12. Copyright and Intellectual Property	<ul style="list-style-type: none"> • Staff must respect intellectual property rights of others; third party copyright / other rights must be included in materials created • Materials developed during the employment of ISWA belong to the School. 	Code of Business Practice
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KEY POLICY REQUIREMENTS

a) By accepting employment/volunteering with the School, you agree to comply with the Code:

- conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of ISWA;
- you must not impose any punishment that is explicitly forbidden in the course of your professional duties including the following:
 - *Corporal punishment*: Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm.
 - *Degrading punishment*: Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child.
 - *Emotional abuse*: Emotional abuse occurs when an adult harms a child's development by repeatedly treating and speaking to a child in ways that damage the child's ability to feel and express their feelings.
 - *Psychological abuse*: Repeatedly treating and speaking to a child in ways that damage the child's perceptions, memory, self-esteem, moral development and intelligence. It is a form of emotional abuse.
- comply with the School's policies and procedures (also refer Behaviour Management Process in the Anti-Bullying Policy Appendix A and B);
- act ethically and responsibly; and
- be accountable for own actions and decisions.

b) Required reporting

- All employees/volunteers are required to inform the Principal if they are charged with or convicted of a serious offence. You must also inform the Principal if you become the subject of a Violence Restraining Order.

- If, through your employment/engagement with the School, you become aware of a serious crime committed by another person within the School, you are required to report it to the Principal or Board Chair, who may be required to inform the police.
- Report objectively observable behaviour which is not permitted by the Code to the Principal, designated senior staff member or to the Board Chair.
- Other reporting obligations to the Principal or Board Chair:
 - 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.

POLICY BREACHES

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

Depending on the severity of the circumstances; the frequency of the occurrence; the nature of the employee's duties; the effect of the behaviour on the School; the risk the breach poses to employees, students or any others; and whether the breach would be serious enough to warrant formal disciplinary action; the employee's work record; the willingness of the employee to address the issue and any mitigating circumstances that may exist, one or more of the following may be imposed:

- a verbal warning or a first, second or third (and final) written warning;
- an employee improvement program;
- a change of duties, or lateral transfer;
- withholding of advancement;
- suspension;
- demotion
- dismissal.

Any reporting made in good faith will be protected from retribution.

RECORDKEEPING

All signed Code of Conduct documents and training records will be stored by Human Resources.

Policy Category	Governance
Date Approved	April 2015
Frequency of Review	Annually
Policy Owner	Principal
Amendment History	
Date	Amendment
June 2018	Reviewed by Principal
February 2020	Updated to include Policy references and condense Code of Conduct expectations.
August 2020	Updated to include the words “governing body members” in Purpose Updated to be consistent with the definitions contained in the Guide to the Registration Standards and Other Requirements for Non-Government Schools (January 2020)
September 2020	Amendments regarding punishment
April 2021	Updated to broaden policy breaches