

CODE OF CONDUCT

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Purpose

The ISWA Code of Conduct (Code) for employees outlines work practices and professional expectations.

This Code applies to all employees, governing body members, volunteers and contractors in their work with the school. It must be read in conjunction with the Child Safe Code of Conduct. Other relevant policies include Child Protection and Duty of Care.

By accepting employment/volunteering with the School, you agree to comply with the Code.

Objectives

The aim of this Code is to provide guidance around standards of behaviour and professional conduct. It is not an exhaustive list of what to do in every aspect of your work. Instead, it sets out general expectations of the standards of behaviour required, in alignment with the school's Statement of Purpose and Commitments, the IB Learner Profile, and the fact that we have an intentionally diverse, inclusive and multicultural working environment that requires high level communication skills, open-mindedness and empathy.

The Code places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively and respectfully to achieve a positive and collaborative workplace that promotes best practice in teaching and learning. The Code also includes staff obligations to report objectively observable behaviour which is not permitted by the Code.

Employee Expectations

All employees must be familiar with and willing and able to comply with the school's policies and procedures. The policies and procedures are available on SEQTA.

If you are uncertain about the scope or content of a policy with which you must comply, or any legal obligations or legislation to which you are subject, you should seek clarification from the HR Manager, your direct supervisor, or the Principal.

As a school employee, volunteer or board member, you are expected to:

- perform your duties to the best of your ability and be accountable for your performance
- follow reasonable instructions given by your supervisor or his/her delegate
- comply with lawful directions
- carry out your duties in a professional, competent and conscientious manner
- be aware of the IB standards and practices, AITSL standards, or those relevant to your role, and align your work with them
- seek opportunities to improve your knowledge and skills, through researching best practice, identifying and participating in relevant professional development
- act honestly and in good faith in fulfilling your duties
- be respectful, courteous and responsive in dealing with your colleagues, students, parents and members of the public
- understand norms of collaboration and work collaboratively with your colleagues
- ensure that your conduct is consistent with the IB Learner Profile and school Statement of Purpose and Commitments
- speak positively to and of colleagues and not damage the reputation of the school
- dress in a professional manner that is appropriate for your role.

Teaching Practice

As a professional international school educator, it is expected that you will provide quality teaching relevant to culturally, linguistically and ethnically diverse students. You will adhere to the IB Learner Profile and Approaches to Teaching and Learning, cater to the diversity of learners in your care and make every effort to remove barriers to learning so all students have every chance of succeeding. You will build positive relationships with students and their families as well as your colleagues and communicate clearly and positively.

You will reflect on and strive to improve your practice, setting goals in accordance with ISWA's Professional Development Program. As part of ISWA's Professional Learning Community you will seek, learn from, and give constructive feedback as appropriate.

Respect and Wellbeing

Employees have a responsibility to safeguard and promote the welfare and wellbeing of students and other staff. At ISWA we seek to build each other up and have a positive community. We are all responsible for school culture, and we are all role models for students, showing courtesy, empathy and respect. We participate in ISWA's Wellbeing program. We learn about our strengths, we regulate our emotions, and we communicate openly and with empathy, seeking to understand other perspectives, just as we teach students.

The school expects employees to treat each other with respect and courtesy. All employees are expected to be approachable, respectful, courteous and prompt when dealing with students, parents, other employees and members of the community. During term time, emails should be responded to within twenty-four hours of being received, except on weekends.

Colleagues are expected to positively resolve conflict, keeping the best interest of students as the basis for decision making and resolution. Any conflict should be dealt with at the source. Best intentions must be assumed. If conflict cannot be resolved at this level, assistance from a supervisor should be sought. Mediation may be offered, and the Principal involved if an issue is ongoing.

Duty of care

As a school employee you have a duty of care to students in your charge to take all reasonable steps to protect them 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 school, 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 school.

Preventative measures should be taken against risks from known hazards and from foreseeable risk situations. The standard of care needs to be commensurate with the students' 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.

While not all employees are required to manage and supervise students, it is important for all school employees to understand and observe duty of care and all child safe procedures and policies.

Please read the Duty of Care Policy housed on SEQTA.

Work health and safety

Work health and safety (WHS) is of fundamental importance to the school. Maintaining a safe work environment requires everyone's continuous cooperation. The Finance and Facilities Manager oversees WHS at ISWA.

All employees have a responsibility under work health and safety legislation to take care of your own health and safety at work as well as that of others. It is also your responsibility to ensure that your activities do not place your own safety at risk or that of your colleagues, students or other persons that you come into contact with at work.

Considerations of safety relates to both physical and psychological well-being of individuals. You are expected to participate in the school's Wellbeing program, and utilise the EPA provided by the school if you need to. Details are available from the HR Manager.

You must be aware of and adhere to ISWA's Child Protection Policy and Child Safe Code of Conduct.

Use of alcohol drugs or tobacco

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

The use of illegal substances on school property is strictly forbidden.

Identifying and managing conflicts of interest

Conflicts of interest can arise in many different activities undertaken in a school. A conflict of interest arises where your private interests could improperly influence, or be seen to influence, your decisions or actions in the performance of your professional role. Your private interests can be financial or non-financial and means anything that can influence you: your personal, family, professional or business interests, and those interests of people with whom you have a close association. Purchasing goods for your school, having a close friend or family member on staff, engaging a contractor who is a friend or relative, being offered gifts, and undertaking outside work are all common scenarios where a conflict of interest may arise.

If an employee has a relationship with an outside contractor or with a candidate for employment, this relationship should be declared with prior to any awarding of contracts for the procurement of goods or services, or the beginning of the recruitment process.

Conflicts of interest are an inevitable fact of organisational life and are not necessarily problematic, but they do need to be identified, declared and managed to ensure they do not compromise good decision making or the operation of the school.

When a conflict of interest arises for you, you need to declare the conflict to the Principal or Head of School and discuss a plan to manage the conflict. This may be restricting your involvement or removing yourself from a decision-making, recruitment or procurement process, or relinquishing your private interest.

The disposal of school assets has potential conflict of interest implications such as fraud or unofficial use of equipment. School employees do not have priority access to surplus school assets.

Having a child enrolled at the school does not constitute a conflict of interest, but members of staff, board members and volunteers should be clear about when they are behaving as a parent, separate from their professional role.

All conflicts of interest will be managed in the interests of the school.

Declaring gifts or benefits

As a staff member, you may be offered a gift or benefit in gratitude. You are expected to exercise sound judgement when deciding whether to accept a gift or benefit, and to be clear that your decisions and actions are not compromised by its acceptance. If in doubt, please talk to the HR Manager or the Principal before accepting a gift or benefit.

The minimal requirements of an employee are:

- do not solicit gifts or benefits
- refuse all offers of gifts or benefits that could reasonably be perceived as undermining the integrity of yourself or the school
- inform the gift giver that the gift is thoughtful but not required
- refuse all offers of gifts or benefits from individuals or organisations about which you are likely to make decisions (e.g., tender processes or procurement)
- refuse all offers of money or items easily converted to money
- refuse bribes and report bribery attempts to the principal
- seek advice from HR or the principal if unsure how to respond to an offer of a gift or benefit of more than a nominal value.

Communication and protecting confidential information

School employees, volunteers and board members must maintain the confidentiality of school information. You should be mindful of confidentiality when in discussions with parents, staff, family members and others. You cannot discuss anyone else's child with a parent.

Discussion of and amongst colleagues and about students is expected to be constructive and assume best intentions. Do not share information about students or families unnecessarily.

You cannot always give a guarantee of confidentiality especially if the matter under discussion is related to mandatory reporting.

School employees should be aware that there are strong legal requirements around the collection, release and protection of privacy of information. School information should not be kept on personal devices, including class lists, grades, contact details and photos. Any photos taken of students on a personal camera or phone must be downloaded to the school drive and removed from the personal device as soon as is practicable.

Before asking for information or disclosing information staff need to assure themselves that they are acting in a legal manner. If unsure you should discuss the matter with your supervisor.

Record keeping

All employees have a responsibility:

- to create and securely maintain full, accurate and honest records of their activities, decisions, appropriate school-based interactions and other relevant transactions
- to upload or store records in the school's record systems, as required; and
- to not deliberately access school information which is not relevant to them, such as details of students they do not teach.

Copyright and intellectual property

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

All material developed in the performance of your role is the intellectual property of the school, regardless of the time or location of its development.

Policy breaches

As a School employee/volunteer, you hold a position of trust and are accountable for your actions. The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.

Factors taken into consideration include:

- the seriousness of the breach
- the likelihood of the breach recurring
- whether the employee is a repeat offender
- the risk the breach poses to employees, students or any others; and whether the breach would be serious enough to warrant formal disciplinary action.

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

Other reporting obligations:

Any concerns that you may have about the safety, welfare and well-being of a child or young person. Any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people.

Policy Review

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
November 2022	Review and major update