



## STAFF CODE OF CONDUCT

### Preamble

Rosebank College is committed to being a welcoming community which offers respect and acceptance to all its members. It is committed to the highest standards of conduct for all Staff. The College strives to nurture relationships of mutual respect, encouraging trust and peace in working together and reconciling conflict. Staff are expected to model skills for the development of lifelong harmonious relationships.

In the course of their employment, Staff often make personal and ethical decisions. They are also involved in numerous interactions with a range of people. This Code of Conduct (Code) outlines the standards of behaviour expected of all Staff in line with the College's culture and values. These expectations take into account the Church document *Integrity in Ministry*.

### Rosebank Child Safeguarding Commitment

Rosebank College has zero tolerance approach to children abuse. We are committed to providing a safe and nurturing culture and learning environment, where children and young people feel safe, happy, and empowered. At all times, the ongoing safety and wellbeing of children and young people in our care is the primary focus of decision-making, with particular attention paid to the safety and wellbeing of Aboriginal and Torres Strait Islander young people, young people from culturally and/or linguistically diverse backgrounds, and young people with a disability. All Staff must read and comply with Rosebank's *Child Safeguarding Commitment Statement*.

### Scope

This Code of Conduct applies to all Rosebank College's Staff, volunteers and contractors.

### Objectives

This Code aims to:

- Ensure the safety and wellbeing of children, students, and Staff.
- Ensure professional behaviour.
- Promote interaction between members of the College and the community, while respecting the individuality and dignity of the individual.
- Allow appropriate conflict resolution.
- Support and ensure compliance with the College's policies and practices.
- Assist Staff in their interactions with other members of the College community.
- Support and ensure a fair, honest, impartial, and equitable decision-making process.

- Foster a culture of prevention and reporting of child abuse.
- Foster a culture of wellbeing, safety, and empowerment of children.
- Protect the rights of Staff.
- Provide an open and secure working and learning environment where Staff and students can express themselves.

Staff must report a breach to this Code of Conduct to their line manager or to the Principal.

### **Duty of care**

Staff have a duty of care to protect the wellbeing of students, foster their interests, and support and empower the development of their capabilities. The standard of care needs to be commensurate with the maturity and self-reliance of each student. Staff must assess and manage the risks associated with any activity undertaken.

Teaching Staff have a responsibility to ensure that all necessary steps are taken for students to gain the knowledge and skills to become effective learners and responsible citizens, including

- Devising and supporting effective learning programs and evaluation mechanisms.
- Meeting the learning needs of students.
- Undertaking appropriate ongoing professional learning to promote competency in curriculum development, delivery and evaluation, classroom management and teaching skills.

### **Responsibilities**

#### **I. Professional behaviour**

Staff must

- Behave with professionalism and integrity.
- Behave as a positive role model to students.
- Promote a safe, inclusive, and healthy culture and environment for students and their peers.
- Comply with legislation and Rosebank College's policies and procedures.
- Comply and follow reasonable and lawful directions given by their manager.
- Report incidents and complaints according to the College's policies and procedures.
- Report behaviour, concern, disclosure, or allegation of child abuse according to the College's *Child Safeguarding Program*.
- Report a breach to this Code to their manager or to the Principal.
- Take reasonable steps to protect students from abuse.
- Listen and value students' ideas and opinions.

- Respect the privacy of students and their families.
- Promote cooperation and harmonious relations amongst colleagues.
- Dress in a manner which demonstrates professionalism, shows respect for others and models appropriate standards for students. Appropriate clothing for Staff may vary according to their specific workplace and activity. Staff must refrain from wearing provocative or revealing clothing in the workplace. Staff must comply with the College's *Dress Code Policy*.
- Treat members of the public, their colleagues, students and parents with respect, fairness, and consistency. Staff must be courteous and sensitive to the needs of others and provide necessary and appropriate assistance where practicable.
- Consult and collaborate with relevant stakeholders in their decision-making process.
- Follow the principles of procedural fairness and natural justice in their decision-making process.
- Communicate relevant stakeholders of their decision.
- Report and disclose conflict of interest.
- Identify themselves, when representing the College and dealing with members of the public.

Unlawful or unprofessional conduct, even in a private capacity, which damages the reputation of the College, may result in disciplinary action by the College.

## **2. Relationships with Students**

Staff must read and comply with the relevant Child Protection legislation and the College's *Child Safeguarding Program*.

Staff are expected to always behave in ways which promote the safety, pastoral care, and wellbeing of students. Staff must read and use the College's Student Management and Discipline Guidelines to ensure clear and consistent procedures for managing student behaviour.

Staff must not

- Have sexual relationships with any College student.
- Engage in sexual misconduct in relation to any student, including
  - Unwarranted and inappropriate touching
  - Inappropriate conversations of a sexual nature
  - Suggestive remarks or actions including showing publications, electronic media, or illustrations which are sexually suggestive (other than in the context of approved educational curriculum)
  - Show pornography to students
  - Jokes of a sexual nature

- Obscene gestures
  - Sexual exhibitionism
  - Personal correspondence with a child in respect of the employee's feelings for the child
  - Expose children to sexual behaviour.
- Allow or engage in illegal, inappropriate, discriminatory, or abusive behaviour towards students, including neglect or grooming, or any conduct that might cause harm or create risk of harm to a student.
  - Ignore concerns or disclosures of child abuse.
  - Fail to report concerns or disclosures of child abuse.
  - Verbally assault or threaten a child. Staff must ensure they use appropriate and respectful language when interacting with students.
  - Allow or offer alcohol, drugs, tobacco, or any illegal substance to students.
  - Meet with students in private or after hours without professional reason and parents' permission. When speaking or working individually with a student, Staff should take appropriate steps to ensure that such interaction is in sight of others, e.g., holding a discussion in an open space, confining such occasions within school hours.
  - Attend social private functions organised by a student(s).

Staff must maintain professional relationships with students and avoid relationships that may be misinterpreted as a particular or personal interest in the student, including social media connection.

Staff must not engage in relationships that could be interpreted as having a personal interest in a former student of the College, within three years from when the former student exited the College. This applies to Staff who have been employed and students who have been enrolled during the same period. Any actual or anticipated personal relationship during / and or outside the 3 years must be declared to the Principal.

### **3. Physical Contact with Students**

Staff must not physically assault a student. Physical assault is a hostile act towards a child. Assault occurs regardless of the adult's intention to harm and regardless of the child or young person's consent. Assault includes pushing, shoving, throwing objects, hitting, or threatening behaviour that causes the child to fear that an assault is likely to occur.

Physical interventions should only be used as measures of last resort to ensure safety and protection. The use of physical intervention is restricted to occasions when the student, other students, Staff, or others are being harmed or are in imminent danger of being harmed.

If physical contact with a student is a necessary, Staff must exercise caution to ensure that the contact is appropriate and acceptable for the performance of their role, including:

- Assessing an injured or ill student who is injured or ill. Staff must advise the student of their intention, and

where possible, seek the student's permission.

- Teaching sport, music, drama, and other activities may require the physical handling of a student to demonstrate a particular action or skill.
- Comforting an upset student.
- Guiding a student in a non-threatening manner.
- Tapping a student on the shoulder to gain their attention after verbal requests were unsuccessful.
- Protecting a student from imminent danger.

#### **4. Accountability**

Staff must comply with lawful directions given by their supervisors. Staff have the right and are encouraged to question instructions which they think may be unlawful or unethical.

Staff must comply with legislation including Child Protection and Workplace Health and Safety Acts, mandated requirements from education authorities such as the NESAs, College's policies and procedures.

Breaches of this Code may be deemed misconduct and may lead to disciplinary action and legal consequences.

#### **5. Use of College Resources**

The College recognises its responsibility for supporting the ongoing professional learning of Staff and will ensure that Staff have access to appropriate training in technology, procedures, and workplace changes.

In using College resources, Staff should observe the Benedictine values of conservation and stewardship and strive for efficiency. Staff must not steal, misuse, or misappropriate of the College's resources.

College's facilities and/or equipment may only be used for private purposes with the approval of the Principal, subject to the impact on the College's business, risk to the equipment, including loss or deterioration. The approved user will be responsible for the cost of all consumables and any damage while in their use. Where the private use involves the removal of equipment from the workplace, a written record must be kept of the date and time of removal and the expected date of return.

Occasional, incidental, and necessary personal use of IT resources is permitted, provided such use is consistent with Rosebank's *Acceptable Use of Information Technology Resources Policy*, that is:

- Limited frequency and amount and duration
- Does not impede the ability of Staff or other users to fulfill the College's responsibilities and duties, including, e.g., extensive bandwidth, resource, or storage use.

The College may revoke or limit this privilege at any time.

The College monitors all College's equipment and network, including all computer files, electronic communication, and web browsing.

Staff must not

- Use personal email account(s) for the performance of their role.
- Transfer or store information onto private devices/accounts (including cloud-enabled devices such as Dropbox) without the Assistant Principal's prior approval.
- Connect private devices to the College's network without prior approval of the Director of ICT.
- Share their network password or user's account/password with another Staff.
- Access inappropriate websites.
- Reply to spam email.
- Circumvent/interfere with the College's network security systems.
- Breach copyright laws.

Staff must use the Blind Carbon Copy (BCC) feature to prevent/avoid disclosing individual email addresses, e.g. when sending bulk emails to Parents. Staff must refer to the College's *Privacy Program* for further information and guidance on privacy, responding and reporting to data breach.

The College owns and manages all copyright created by Staff during the course and by reason of their employment with the College, including material developed during private time for use in College duties.

Staff must read the College's *Information Security Policy* and related documents.

## **6. Signatures and References**

Staff must review any document they are asked to sign. Staff must not sign any document which they know is not true and correct. Staff must not sign any document under coercion.

Staff must only sign their own name and only use their own name and account when sending emails.

Staff must not provide written personal references on the College letterhead, nor use their title or position for this purpose without approval from the Principal.

## **7. Conflicts of Interest**

Conflict of interest exists when a Staff's personal interest conflicts with their professional duties and responsibilities, compromising the decision-making process. Conflict of interest may be actual or perceived.

Situations which may give rise to a conflict of interest include

- Financial interests (of Staff member, friend, family member).
- Personal beliefs.
- Personal relationships with other Staff, applicants for positions, students, or families.
- Dealings with a friend, relative or colleague who is also a student or parent.
- Second employment.

If a Staff has a child attending the College, the Staff must maintain appropriate professional boundaries, e.g., Staff

must not approach others in relation to their child, unless the matter relates to the performance of their role.

In relation to parent matters, Staff must use the appropriate channels to contact the College and obtain information about their child.

As far as practicable, if a teacher has a child attending the College the following guidelines apply:

- Parents should not teach their own child/ren.
- Parents should not be involved in decisions regarding assessment tasks, marks, grades, or appeals involving their own child/ren. If a Coordinator of a faculty is the parent of a student, they must delegate the assessment role for that subject in which the child(ren) participates to another member of the faculty.
- Parents should not use information acquired during their professional role to advantage their child/ren.
- Parents should avoid entering in conflict with teachers of their child/ren.
- If an issue arises between a child of a Staff and a teacher, the Staff should seek advice from the Assistant Principal or the Principal regarding the appropriate way to resolve the issue.

Staff should not share confidential information regarding the College with their child/ren, other students or other parents.

Out of hours coaching of students from the College are subject to the approval of the Principal.

Regular employment outside the College is subject to the approval of the Principal, who must be notified in writing of the nature of the employment.

Staff are required to avoid and disclose conflict of interest. Staff must disclose perceived or actual conflict of interest to their Coordinator, Dean, or the Principal.

The disclosure and management of conflict of interest is outlined in the College's *Conflict of Interest Policy and Procedure*.

## **8. Gifts and Benefits**

The receipt of gifts and benefits can compromise Staff, or create actual or perceived conflict of interest.

Staff must not solicit or accept, for themselves or another individual, any gift or benefit that is intended to, or is likely to, or could be perceived to cause bias in the course of their duties.

Staff may accept a personal gift of relatively insignificant monetary value (\$50 or less), e.g., promotional material, moderate acts of hospitality, if there is no cost to the College.

Staff must disclose gifts of value greater than \$50 received from an external source (i.e., supplier, parent, student, etc.). The gift must be recorded in the "Registry of Gifts" via the Staff Portal, it should include a description of the gift, the date received, provider of the gift and the estimated value. All gifts over the value of \$50 should either be politely refused or become the property of the College, and the donor advised accordingly.

Staff must notify prizes won by Staff in the course and of any subsidy to attend a conference, seminar, or promotional activity. Upon receiving a notification, the Principal will record and decide on the matter.

Staff must refuse hospitality benefits valued at more than \$50 and notify the Principal if the refusal is not appropriate.

Staff must not accept or offer bribes. Staff must not offer gifts or benefits to public officials, private corporations, or individuals, without the Principal's approval.

## **9. Use of Social Media**

Staff in Catholic schools are role models and professionals who need the respect of their students, colleagues and communities. Social networking creates a permanent digital reputation or footprint. Therefore, Staff should therefore apply professional standards even when uploading to "private" spaces.

There is a distinction between Online Community Sites such as wikis and blogs used for collaboration and shared knowledge construction and Personal Social Networking Sites centered on the individual such as Facebook, Instagram, Twitter, LinkedIn and TikTok.

Teachers must not use Personal Social Networking Sites as learning tools for students, these sites are for personal individual social use. When working with students, if necessary, teachers should use Online Community Sites which are group centered.

Staff must not accept current students or parents of students as "friends" on Personal Social Networking sites or engage with them in comments or direct messages. Connecting with students in Personal Social Networking Sites may compromise those boundaries and place the relation between Staff and student at risk.

Staff should refer to the sections above: *Professional Behaviour* and *Relationship with Students* for more guidance, if necessary.

## **10. Drugs, Alcohol and Tobacco**

Staff must not

- provide students or other Staff with illegal drugs, tobacco, or alcohol, nor encourage or condone the use of these substances.
- be under the influence of, or in possession of, alcohol or illegal drugs while on duty.
- supply or administer medication or prescription drugs to students except in accordance with College guidelines.
- smoke or permit smoking in any College building or enclosed area of the school.

Alcohol must not be consumed on College premises during school hours, except during specific authorised events.

Staff experiencing difficulties with alcohol or illegal drugs are encouraged to discuss the situation with the Principal or contact Access counseling.

## **11. Discrimination, Harassment and Workplace Safety**

Staff must contribute to a workplace free from all forms of harassment and unlawful discrimination.

Concerns and complaints about workplace harassment, discrimination or bullying will be dealt with in accordance 04-PO-Code of Conduct-2023-2



with the College's *Discrimination, Harassment and Bullying Policy*. If the allegation of harassment, discrimination or bullying relates to a student, the matter is dealt with in accordance with the College's *Child Safeguarding Program*.

Any concerns of discrimination, harassment or bullying must be reported to their manager or to the Principal. Harassment, discrimination, or bullying may result in disciplinary or legal consequences.

## **12. Public comment and Privacy of Information**

Staff must observe the following:

- In dealing with the media, Staff should consult beforehand with the Principal and/or the Communications and Engagement Manager.
- Public comment should be positive and supportive of colleagues, students, and enhance the image of the College.
- Staff must make clear that comments made in a private capacity, do not necessarily represent the official views of the College.
- Written communication on College letterhead must be approved and countersigned by the Staff's manager or relevant Leadership member. E.g., a letter written by a Home Room Teacher, must be countersigned by the Pastoral Coordinator; if a Pastoral Coordinator writes a letter, it must be countersigned by the Dean of Learning.

Staff must

- Comply with the relevant privacy legislation and the College's *Privacy Policy*.
- Secure or shred documents that identify Staff or students or confidential material which identifies the College.
- ensure that information is not accessed by unauthorised persons.

Staff may only disclose information obtain in the course and for reason of their employment:

- If it is required as part of their duties.
- If proper authority has been given to them to do so.
- If required or authorised by law, or
- If ordered by court.

Staff must not use for private purposes any information obtained in the course and by reason of their employment.

Staff information will be collected and managed according to the College's *Privacy Policy*.

## **13. Reporting Suspected Wrongdoing**

Staff must report

- any concerns or suspected risk of harm to students to the Principal. Risk of harm refers to the likelihood that a child or young person may suffer physical, psychological, or emotional harm as a result of what is done or

not done by another person or environmental factors.

- any concerns that a child under the age of 16 years is at risk of harm from abuse or neglect to the Department of Communities and Justice (s. 27 of the Children and Young Persons (Care and Protection) Act 1998 (NSW)). The matter must also be reported to the Principal.
- any behaviour which may constitute “reportable conduct” under the Children’s Guardian Act 2019 (NSW) to the Principal. Further information about and the definition of reportable conduct are outlined in the *College’s Child Safeguarding Program*.
- to the police if they know, believe, or reasonably ought to know that a child abuse has been committed or if they have material information that might assist an investigation or prosecution for that offence (Crimes Act 1900 (NSW)).
- a serious crime to the police, i.e., a crime that carries a potential imprisonment period of five years or more (Crimes Act 1900 (NSW)).
- any concerns or actual fraud, corruption or misconduct to the Principal.

Reports may be made anonymously and are subject to confidentiality. Staff will not suffer adverse consequences for a report made in good faith. Staff may refer to the *College’s Whistleblower Program*.

### **Complaints about the Principal**

Any complaints against the Principal may be made directly to the Chair of the Board, Ms. Tara McCarthy [chair@rosebank.nsw.edu.au](mailto:chair@rosebank.nsw.edu.au)

### **Breach to this Code of Conduct**

Staff must report a breach to this Code of Conduct to the Principal. A breach to this Code may result in disciplinary actions, including dismissal, as well as legal consequences.

### **Acknowledgement**

I acknowledge that I read and understood the College’s Code of Conduct.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date