

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

Staff Code of Conduct

Purpose:	The purpose of this Code of Conduct is to outline the standards of behaviour expected of all child related workers of the Company	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
References:	<ul style="list-style-type: none"> Working with Children (Risk Management and Screening) Act 2000 (Qld) Working with Children (Risk Management and Screening) Regulation 2011 (Qld) Child Protection Act 1999 (Qld) Education (Accreditation of Non-State Schools) Act 2001 (Qld) Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) Education (General Provisions) Act 2006 (Qld) Education (General Provisions) Regulation 2017 (Qld) Enterprise Bargaining Agreement (or equivalent) 	
Status:	Approved	Supersedes: This policy was previously assigned to SQS169.001.ADM, but this number was reallocated to Child Protection Procedures on August 4, 2016
Policy Owner:	Seventh-day Adventist Schools (South Queensland) Limited	
Authorised by:	Chief Executive Officer	Date of Authorisation: 4 October 2017
Approved by:	<p>This policy has been ratified by the Board of Directors of Seventh-day Adventist Schools (South Queensland) Limited as the Staff Code of Conduct for Seventh-day Adventist Schools (South Queensland) Limited.</p> <p>Pr Brett Townend Board of Directors Chairperson Date of Approval: 11/10/2017</p> <p>Pr Colin Renfrew Board of Directors Secretary Date of Approval: 11/10/2017</p>	
Review Cycle:	Reviewed Biennially (every two years)	Next Review Date: 4 October 2019
Review Team:	Board of Directors, NSSAB, AdSafe, Chief Executive Officer, Project Officers	
Revised by Steve Cowley (4 October 2017)	Section Whole document	Details of Changes Reassigned from SQS169.001.ADM to SQS188.001.ADM
Steve Cowley (6 April 2018)	Whole document	As per email from Jack Ryan 5 April 2018, changed Education Director and Chief Education Director titles to Chief Executive Officer
Steve Cowley (30 August 2018)	Appendices	Amended the Staff Code of Conduct Declaration to be <i>Appendix A</i> Added a Volunteer Code of Conduct Declaration as <i>Appendix B</i>

PREFACE

Code of Conduct

This code of conduct applies to all child related workers in Seventh-day Adventist Schools (South Queensland) Ltd (here after referred to as the Company).

The aim of this Code of Conduct (hereafter referred to as the *Code*) is to outline the standards of behaviour expected of all **child related workers** of the *Company*.

A **child related worker*** (*see QLD definition below*) for the purposes of this code is defined as any employee of the company including all full time, part time and casual employees, any director of the company, any **Entrusted Person Volunteer** or contractor who work directly with the Company's children or young people at or off site. An **Entrusted Person Volunteer** include persons engaged in the following:

- Any overnight camps/school sleep-overs/billeting;
- Working one to one with other people's children;
- Acting as a coach or manager of teams or groups of children or young people;
- Working in resource centres, offices, managing canteens etc.;
- Accepting a position on governing/school councils, boards or committees.

This *Code* applies to all **child related workers** of the *Company* whether employed on a permanent, temporary or casual basis, and all volunteers and contractors who directly supervise children or 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. More detail may be found in your local school policies and guidelines.

The *Code* places an obligation on all **child related workers** 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.

*** Child related work definition for Queensland - Employment or services are regarded as child-related if the usual functions of the employment or services include or are likely to include:**

- (a) providing services that are directed mainly towards children; or**
- (b) conducting activities that mainly involve children.**

Who has to comply with the Code of Conduct?

By accepting employment or volunteering with the *Company*, you must be aware of and comply with this *Code*.

Therefore, you must:

- (a) Conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the School;
- (b) Comply with the Company/School's policies and procedures;
- (c) Act ethically and responsibly; and
- (d) Be accountable for your actions and decisions.

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

Contractors and Volunteers

Contractors, consultants and volunteers working with the School must be aware of this *Code* and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in this *Code* may result in the engagement of a contractor, consultant or volunteer being terminated.

If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the *Company's* expectations of conduct during the period of their engagement.

General

As a **child related worker**, you should be aware of the *Company* and School's policies and procedures, particularly those that apply to your work. Many of these will be made available to you through your local school induction program.

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your principal or director of education.

You should also be familiar with the legislation and Enterprise Agreement under which you are employed as this may specify requirements with which you need to comply.

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

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

1. What is expected of you as a child related worker?

As a *Company child related worker*, 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 principal, 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 *Company* and does not damage the reputation of the *Company*.

2. What happens if I breach the Code of Conduct?

As a *Company Child related worker*, 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.

- 2.2 **Child related workers** 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 or director of education**.

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

- 2.3 Factors the Company 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 **child related worker** has committed the breach more than once;
 - (d) The risk the breach poses to other **child related workers**, students or any others; and
 - (e) Whether the breach would be serious enough to warrant formal disciplinary action.
- 2.4 Actions that may be taken by the *Company* in respect of a breach of the *Code* include management or remedial action, training or disciplinary action ranging from a warning to termination of employment. The *Company* will reserve the right to determine in its entirety the response to any breach of this *Code*.

3. Required reporting

Child related workers are required to report certain information to the School/*Company*.

- 3.1 All employees are required to inform the **principal/director of education** if they are charged with or convicted of a serious offence (those punishable by 12 months or more in gaol). You must also inform the principal/director of education if you become the subject of a Domestic Violence Order or a Restraining Order.
- 3.2 If, through your employment with the *Company*, you become aware of any crime committed by another person connected to the *Company*, you are required to report it to the **principal/director of education**, who may be required to inform the police.
- 3.3 A teacher who forms a reasonable suspicion that a child has suffered, is suffering or is at an unacceptable risk of suffering significant harm caused by physical or sexual abuse, and may not have a parent able and willing to protect them is to make a report to Child Safety Services.
- 3.3 As a *Company Child Related Worker*, you must report to the principal/director of education:
- (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 behaviour of any other *Child Related Worker* that involves children or young people;
 - (c) Any concerns you may have about the inappropriate behaviour of a sexual nature engaged in by a child or young person at the school;
 - (c) Any concerns you may have about any *Child Related Worker* engaging in 'Sexual Misconduct' or any allegation of 'Sexual Misconduct' that has been made to you; and
 - (d) If you become aware that a *Child Related Worker* has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'Sexual Misconduct'; and
 - (e) If you become the subject of allegations of 'Sexual Misconduct' whether or not they relate to your engagement in the School;
 - (f) Immediately if you have had a change in your criminal history which may affect a future criminal history assessment.

You should refer to the Company's **Child Protection Policy** for further information about these obligations.

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

4. Respect for people

The *Company* expects *Child related workers* to treat each other with respect and courtesy. Our daily interaction with others reflects on the *Company's* reputation. Therefore, all *Child related workers* are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

- 4.1 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.
- 4.2 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, shouting, 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.
- 4.3 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 Company/School's Bullying and Harassment Policy. Unlawful harassment or discrimination may constitute an offence under the *Anti-Discrimination Act 1991 (QLD)* 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.
- 4.4 You should ensure that you are aware of the Company/School's Bullying and Harassment 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 supervisor or Department Head 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 *Company/School's* Complaints and Appeals Guidelines as soon as possible after the incident(s) have occurred.
- 4.5 The *Company* takes reports of unlawful discrimination and harassment or bullying seriously and will consider appropriate action if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.
- 4.6 If you lie about or exaggerate a complaint, the *Company* will view this as a very serious matter, and you may be disciplined or dismissed.

5. Duty of Care and Work Health and Safety

As a *Company* 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 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.

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

Duty of Care

- 5.1 As a *Company* 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.
- 5.2 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.
- 5.3 You should ensure that you are aware of the School's guidelines for duty of care.

Work Health and Safety

- 5.4 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.
- 5.5 Considerations of safety relate to both physical and psychological wellbeing of individuals.
- 5.6 You should ensure that you are aware of the *Company's* Work, Health and Safety Management System and its associated policies and guidelines.
- 5.7 You should ensure that you are aware of and comply with the School's Work, Health and Safety policies, procedures and safe work practices.
- 5.8 You are obligated to actively participate in all company organised training sessions and activities. Failure to participate and comply with training requirements may result in disciplinary action.
- 5.9 You have the responsibility to report injury or illness arising from workplace activities or any non-work related injuries or illness that could affect employee work and safety using the company's incident reporting process.
- 5.10 You are obligated to be proactive in identifying hazards, reporting them to the appropriate person and doing everything reasonably practicable to ensure your own safety and the safety of others, in particular the students.

Supervision of Students

- 5.11 You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.
- 5.12 You should be familiar with and comply with the School's evacuation procedures.
- 5.13 Students should not be left unsupervised either within or outside of class. You should be punctual to class and allocated supervision.
- 5.14 You should remain with students 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.
- 5.15 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.

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

- 5.16 You should be alert to bullying or any other form of discriminatory behaviour, intervene where appropriate and report incidents to the appropriate staff member.
- 5.17 Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact the principal.
- 5.18 You should ensure that you understand and comply with the Company's policy in regard to the storage and administration of prescribed medication to students.
- 5.19 Ensure supervision of the occupational health and safety aspects of work undertaken by staff and students in the classroom.

6. Professional Relationships between Employees and Students

As a *Company Child Related Worker*, 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.

While not all employees are required to manage and supervise students, it is important for all School *Child related workers* to understand and observe the School's child protection policies.

Supervision of Students

- 6.1 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.
- 6.2 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.
- 6.3 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 conduct the conversation out in the open or leave the door open. You should not locate yourself between the student and the door.
- 6.4 When confiscating personal items, such as mobile phones or hats, 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

- 6.5 You must not exert physical force on a student in the process of managing that student nor routinely plan to use physical force in your student management techniques. Exceptions would include the following (keeping in mind that there is no expectation placed upon you by your employer to place yourself in harm's way or risk injury to yourself):
 - (a) Disarming a child or young person seeking to harm themselves or others;
 - (b) Separating children or young people who are fighting;
 - (c) Moving a child or young person out of harm's way;
 - (d) Restraining a child or young person from causing intentional damage to property;
 - (e) Self defence or the defence of others.
- 6.6 You must not impose physical punishment on a student in the course of your professional duties.

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

- 6.7 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.
- 6.8 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.
- 6.9 When congratulating a student, a handshake, pat on the shoulder or brief hug (initiated by the student) are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable.
- 6.10 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.
- 6.11 Sometimes in ensuring duty of care you may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy must be in keeping with the School's behaviour management practices or individual student management plans. You should report and document any such incidents.

Relationships with students

- 6.12 You must not have a romantic or sexual relationship with a student (regardless of the student's age). 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.
- 6.13 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 *Company*.
- 6.14 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.
- 6.15 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.
- 6.16 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.
- 6.17 You must not:
- (a) Invite students to your home;
 - (b) Visit students at their home; or
 - (c) Attend parties or socialise with students; or
 - (d) Plan to meet students outside of school unless you have the express permission of the principal and their parents or care giver or it is an authorised School or Church activity.

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

- 6.18 You must not engage in tutoring or coaching students from the School without the express permission of the principal.
- 6.19 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).
- 6.20 You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student (see Section 10 - Declaring gifts, benefits and bribes).
- 6.21 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.
- 6.22 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

- 6.23 You must be aware of and comply with *the Company's* Child Protection Policy and guidelines.
- 6.24 As set out in Section 3 you must report any concerns you may have about any other employee, contractor or volunteer engaging in 'Sexual Misconduct' against a child or young person or any allegation of 'Sexual Misconduct' against a child or young person that has been made to you to the principal. This includes self-disclosure if the allegation involves you.
- 6.25 Broadly, 'Sexual Misconduct' includes but is not limited to:
- (a) Sexual assaults ranging from indecent assault through a number of offences to rape; and
 - (b) Other forms of unlawful sexual behaviour including such offences as being in possession of child pornography;
 - (c) Acts of gross indecency whether or not the child consents.
- 6.26 The requirements outlined in Section 6 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 'Sexual Misconduct'.

Child Related Worker screening

- 6.27 Teachers registered with the Queensland College of Teachers are not required to hold a blue card, as their screening is part of the teacher registration requirements.
- 6.28 A Blue Card is a prerequisite for all other paid and unpaid child related work as set out in the Working with Children (Risk Management and Screening) Act 2000. If you are in this category and do not have an exemption, you are to assist the Company or School by applying for a Blue Card and renewing the card before it expires.
- 6.29 If you are an existing child related worker in the Company and not a registered teacher you are to inform the Principal if there is a change in your police information that may affect your Blue Card status.
- 6.30 If you are a registered teacher you are to inform the Principal if there is a change in your criminal history that may affect your Teaching Registration status.

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

7. Appropriate Use of Electronic Communication and Social Networking Sites

The School provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the School'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.

7.1 You must:

- (a) Prepare all correspondence relating to any school activity following the authorised school communication process and send this communication using only school authorised communication channels;
- (b) Exercise good judgment when using internet or telephony based communication channels using the principles of ethical behaviour. These channels include but are not limited to email, short messaging service (SMS), Skype, chat rooms, social networking sites such as Facebook, Twitter, Tumblr, Pinterest, Instagram, Reddit, Snap chat, or any other similar application;
- (c) Use appropriate and professional language in all electronic communication;
- (d) Be aware that if an issue addressed in text based communication becomes the subject of a legal dispute, then those text based communications would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;
- (e) Not send messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
- (f) Not invite students into your personal social networking sites or accept an invitation to theirs;
- (g) Not use personal or non-school authorised internet or telephony based communication channels to communicate with students. Where there is a wider community context for communication such as leadership in youth groups or other church activities this will need prior approval by the principal and the student's parents and will be regularly monitored;
- (h) Remember transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- (i) Report any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

7.2 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.**

8. Use of Alcohol, Drugs and Tobacco

Work Health and Safety is of fundamental importance to the *Company*. Maintaining a safe work environment requires everyone's continuous cooperation. Further, membership of the Seventh-day Adventist Church prohibits the use of alcohol, illegal drugs and tobacco.

- 8.1 The use of alcohol, illegal drugs and tobacco are not to be a part of any Company or School function.
- 8.2 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.

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

8.3 As a School employee, 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

8.4 As a School employee, you must not:

- (a) Have illegal drugs in your possession while at work. Any illegal drugs found on School property or in the possession of any person on School property may result in disciplinary action including the termination of 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

8.5 You must not:

- (a) Purchase alcohol for, or give alcohol to, any School 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

- 8.6 You must not smoke or permit smoking in any School buildings, enclosed area or on School grounds. This includes all buildings, gardens, sports fields, cars and car parks.
- 8.7 You must not purchase tobacco or tobacco products for any School student, or give them tobacco or tobacco products.

9. 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 *Company*.

9.1 As a *Company child related worker*, you must not act in conflict with the Company'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.

9.2 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.

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

- 9.3 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.

10. 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.

- 10.1 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 or Director of Education.
- 10.2 Accepting gifts and other benefits 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 Company and its staff. You must not create the impression that any person or organisation is influencing the Company or the decisions or actions of any of its employees.
- 10.3 When such a gift is accepted that is more than nominal value (\$50) you must advise your principal and record the gift in the School's Gift Registry.
- 10.4 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.

11. Communication and Protecting Confidential Information

Communication

- 11.1 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.
- 11.2 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.
- 11.3 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.
- 11.4 The media should not be given access to students or allowed entry to the School without the express permission of the Principal. You should not make any comments to the media about the School, students or parents without the express permission of the Principal.

Confidential information

- 11.5 As a Company employee, you must only use confidential information for the work-related purpose it was intended.
- 11.6 Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal.
- 11.7 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

Privacy

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

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

- 11.9 You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other *Company child related workers*. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the School's work because of their expertise.

12. Record Keeping

- 12.1 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 School's record systems.
- 12.2 You must not destroy or remove records without appropriate authority.
- 12.3 Supervisors have a responsibility to ensure that the employees reporting to them comply with their records management obligations.
- 12.4 Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the School.
- 12.5 Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

13. Copyright and Intellectual Property

- 13.1 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.
- 13.2 Advice relating to sharing or licensing the School and Company's intellectual property should be sought from the Principal.
- 13.3 The School and Company cannot give away or assign its intellectual property without the approval of the Principal and Director of Education.
- 13.4 If you develop material that relates to your employment with *the Company*, the copyright in that material will belong to *the Company*. This may apply even if the material was developed in your own time or at home.
- 13.5 You should not use the School and *Company's* intellectual property (including copyright) for private purposes without obtaining written permission from the Principal and Director of Education.

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

Appendix A

STAFF CODE OF CONDUCT DECLARATION

for Full-time, Part-time, Permanent, Fixed Contract, Casual and Relief Staff

SQS188.001.ADM – Staff Code of Conduct Policy

I have read, understood and agree to comply with the content, requirements and expectations outlined in the **Staff Code of Conduct Policy** as an **Employee** at **Brisbane Adventist College**.

I have received a copy of the **Staff Code of Conduct Policy** and agree to abide by the guidelines as they are a condition of both my current employment and my continuing employment.

I understand that if I have questions, at any time, regarding the **Staff Code of Conduct Policy**, I will consult with my immediate supervisor or the **Principal**.

Full Name: _____

Signature: _____

Date of Declaration: _____

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
Document Name: Staff Code of Conduct	Issue Date: 4 October 2017
Document ID: SQS188.001.ADM	Review Date: 4 October 2019

Appendix B

VOLUNTEER CODE OF CONDUCT DECLARATION

for Contractors, Volunteers, Work Experience and Vocational Placements

SQS188.001.ADM – Staff Code of Conduct Policy

I have read, understood and agree to comply with the content, requirements and expectations outlined in the **Staff Code of Conduct Policy** as a **Volunteer** at **Brisbane Adventist College**.

I have received a copy of the **Staff Code of Conduct Policy** and agree to abide by the guidelines as they are a condition of both my current volunteering and my continuing volunteering.

I understand that if I have questions, at any time, regarding the **Staff Code of Conduct Policy**, I will consult with my immediate supervisor or the **Principal**.

Full Name: _____

Signature: _____

Date of Declaration: _____

Department: Education	Description: Policy
Administrative Area: Staff and Personnel	Type: Mandatory
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