



West Moreton Anglican College

Policy & Procedures: 6.3 Staff Code of Conduct

This document provides a set of guidelines of behaviour for all staff and for all contractors, consultants and volunteers working with the College.

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Code of Conduct – Intended Use

This Code of Conduct is intended to be made available to College staff at the commencement of their employment (e.g. preferably around induction and training) and it is to be available and/or provided to staff during the course of their employment or involvement with the College. The Code forms comprehensive directions to these employees or other workers as to the expected standard of behaviour. This Code is intended to apply to all employees and contractors and volunteers in their work with the College.

This code is to be read in conjunction with the following documents.

- Child and Youth Risk Management Strategy
- Anglican Ethos
- Statement of Commitment to Student Protection
- Student Protection in Anglican Schools Policy and Procedures
- Anglican Church Southern Queensland (ACSQ) Resource Sheet 4 Reporting 'harm' to a child
- ACSQ Resource Sheet 4A Flowchart: Reporting 'harm'
- ACSQ Resource Sheet 4B Flowchart: Reporting sexual assault or likely sexual assault
- Complaints Management in Anglican Schools Policy and Procedures
- Complaints Management College Procedures
- 2.3 Anti-Bullying, Anti-Discrimination & Anti-Racism Pastoral Care Policy
- 5.1 Work Health & Safety Policy
- 6.18 Staff Dress Policy
- 6.29 Harassment Prevention & Anti-Discrimination Human Resources Policy
- 6.30 Teacher Ethics Policy
- 7.2 Media Policy
- 7.3 e-Communications & Social Media Policy
- 7.3a e-Communications & Social Media Guidelines
- 8.3 Conflict Policy
- 12.1 Staff Transportation of Students Policy
- 12.2 Privacy Policy
- 12.15 Duty of Care Policy

Teaching staff must abide by the guidelines set out in the publication '[Professional Boundaries – A Guide for Queensland Teachers](#)' (linked), which is issued by the [Queensland College of Teachers](#) (website linked).

Statement of Commitment

West Moreton Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of students. The College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of from harm.

In support of this commitment, the College is dedicated to our Child and Youth Risk Management strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of students in their care.

The Anglican Ethos



AN ETHOS STATEMENT FOR ANGLICAN
SCHOOLS IN THE PROVINCE
OF QUEENSLAND

Tolerance Tradition
Social Responsibility
Worship
Christian Respect
Celebrate

“What should characterise an ideal Anglican school? Many of its qualities of course will be shared with good schools everywhere, whether run by the state or by denominational churches. An ideal school would evidence a commitment to learning, to justice, to individual achievement and to wholeness. Anglican schools will naturally value these qualities. This document seeks to define the normative features of an ideal Anglican school. In defining this distinctive ethos, the starting point has been the nature of the mother church itself on the simple assumption that Anglican schools will be like the Anglican Church.

ANGLICAN SCHOOLS:

Are firstly Christian Schools

In their day to day life Anglican schools should live out their faith in a creating and redeeming God. They should provide an environment in which young people have an opportunity to develop a personal relationship with God, through Jesus. They should enliven the Gospel message of forgiveness, reconciliation, mission and loving service to God and our neighbour. The experience of sharing in the life of this community is itself an important part of Christian education quite apart from the formal content learned in the classroom.

Celebrate the contribution of the Mother Church to the wider political, social, economic and artistic life of our culture

The Anglican Church of Australia has grown out of the Church of England. As such, it has a long tradition of working within the heart of western culture in the broadest and most comprehensive sense. Our schools will be at the centre and not at the fringe of our culture.

ANGLICAN SCHOOLS SHOULD BE CHARACTERISED BY:

Appreciation of diversity

The Anglican Church in its long history has come to value diversity as a positive good and a distinguishing feature of a civilised community. Anglican schools should enliven such appreciation of diversity and acceptance and the care ethic implicit in this respect for others.

High respect for intellectual endeavour

The teaching / learning ethic will show itself in hard work, intellectual rigour and openness to ideas and debate.

Commitment to tradition and dignity within school worship

The Anglican tradition of renewing ancient forms and sacraments to meet modern needs will be evident in the way the school community worships.

Commitment to tradition and dignity within school life

Anglican schools will use the richness of symbol, story and ceremony to promote their values and order their lives.

Sense of social responsibility

The service ethic and a commitment to social justice will be seen in the willingness of Anglican school communities to offer themselves to serve God and His people in the wider community as critical participants.

Code of Conduct - Preface

The aim of this Code is to outline the standards of behaviour expected of all employees of the College. 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.

This *Code of Conduct* applies to all employees of the College whether employed on a permanent, temporary or casual basis.

The Code places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

Who has to comply with the Code of Conduct?

By accepting employment with the College, 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 College;
- b) comply with the College's policies and procedures;
- c) act ethically and responsibly; and
- d) be accountable for your actions and decisions.

Contractors and Volunteers

Contractors, consultants and volunteers working with the College 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 College's expectations of conduct during the period of their engagement.

- Not perpetrate, permit or fail to report violations of any Federal, State or local government law or regulation.
- Ensure that we declare any conflict of interest between our role at WestMAC and our involvement in an outside activity.
- Not use company information or work time for private gain.

General

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

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

1. What is expected of you as an employee?

As an employee, you should be aware of the College's policies and procedures, particularly those that apply to your work. Many of these are available online; others may be made available to you through induction and training and development programs.

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from the Principal, Deputy Principal or your line manager.

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

As a College employee, you are expected to:

- a) perform your duties to the best of your ability and be accountable for your performance;
- b) follow reasonable instructions given by your supervisor or their delegate;
- c) comply with lawful directions;
- d) carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development;
- e) act honestly and in good faith in fulfilling your duties;
- f) be courteous and responsive in dealing with your colleagues, students, parents and members of the public;
- g) work collaboratively with your colleagues; and
- h) ensure that your conduct, whether during or outside working hours, is consistent with the Anglican Ethos and does not damage the reputation of the College.

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

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

- 2.1 The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.
- 2.2 Employees should report possible breaches by colleagues to their supervisor, the Deputy Principal or the Principal. If the possible breach is by their supervisor then it should be reported to the Deputy Principal or Principal.
- 2.3 Factors the College may consider when deciding what action to take may include:
 - a) the seriousness of the breach;
 - b) the likelihood of the breach occurring again;
 - c) whether the employee has committed the breach more than once;
 - d) the risk the breach poses to employees, students or any others; and
 - e) whether the breach would be serious enough to warrant formal disciplinary action.
- 2.4 Actions that may be taken by the College 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 College will reserve the right to determine in its entirety the response to any breach of this Code.

3. Required reporting

Employees are required to report certain information to the College.

- 3.1 All employees are required to inform the Principal if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform the Principal if you become the subject of an Apprehended Violence Order.
- 3.2 If, through your employment with the College, you become aware of a serious crime committed by another person, you are required to report it to the Principal, who may be required to inform the police.
- 3.3 As a College employee, you must report to a Student Protection Officer or the Principal:
 - a) any concerns you have about the safety, welfare and wellbeing of a child or young person;
 - b) any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
 - c) any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you; and
 - d) if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'; and
 - e) If you become the subject of allegations of 'reportable conduct' whether or not they relate to your employment in the College.

Refer to the Student Protection in Anglican Schools Policy further information about these obligations and to the following Anglican Church Southern Queensland resource sheets.

- Resource Sheet 4 Reporting 'harm' to a child
 - Resource Sheet 4A Flowchart: Reporting 'harm'
 - Resource Sheet 4B Flowchart: Reporting sexual assault or likely sexual assault
- 3.4 Please note that all employees have mandatory reporting obligations where they have reasonable grounds to suspect a child under the age of 18 years is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child. Refer to the Student Protection in Anglican Schools Policy and Procedures for further information about these obligations.

4. Respect for people

The College expects employees to treat each other with respect and courtesy.

Our daily interaction with others reflects on the College's reputation. Therefore, all employees are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

- 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, 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 College's Human Resources Policy 6.29 Harassment Prevention & Anti-Discrimination Policy and the College's Pastoral Care Policy 2.3 Anti-Bullying, Anti-Discrimination & Anti-Racism Policy. Unlawful harassment or discrimination may constitute

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an offence under state 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 College's Harassment Prevention & Anti-Discrimination Policy (6.29). 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, Department Head or Human Resources in the first instance to seek guidance on how to do this; and/or
 - b) raise the issue as a grievance in accordance with the College's Harassment Prevention & Anti-Discrimination Policy (6.29) as soon as possible after the incident(s) have occurred.
- 4.5 The College takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.
- 4.6 If you lie about or exaggerate a complaint, the College will view this as a very serious matter, and you may be disciplined or dismissed.

5. Duty of care and work health and safety

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

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

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

Duty of care

- 5.1 As a College employee, you have a duty of care to students in your charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example; the degree of supervision needs to be commensurate with the students' maturity and ability.
- 5.2 Duty of care to students applies during all activities and functions conducted or arranged by the College. The risks associated with any activity need to be assessed and managed before the activity is undertaken.
- 5.3 You should ensure that you are aware of the College's procedures relating to Duty of Care, Excursions, Inter School Sport and Exchange Programs.

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 and the College's policy 5.1 Work Health & Safety Policy.

Supervision of students

- 5.7 You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.
- 5.8 You should be familiar with and comply with the College's evacuation and lock down procedures.

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- 5.9 Students should not be left unsupervised either within or outside of class. You should be punctual to class and allocated supervisions as well as scheduled yard duties.
- 5.10 You should remain with students at after school activities until all students have been collected. In the event that a student is not collected you should remain with the student until collected, or seek advice from your supervisor.
- 5.11 Playground supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around.
- 5.12 You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member. Additional detail about student bullying is set out in the Pastoral Care Policy 2.3 Anti-Bullying, Anti-Discrimination & Anti-Racism Policy
- 5.13 Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact the Health Centre.
- 5.14 You must understand and comply with College policy in regard to the storage and administration of prescribed medication to students. Refer to the College Nurse in the Health Centre for procedures dealing with medication.

6. Professional relationships between employees and students

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

While not all employees are required to manage and supervise students, it is important for all College employees to understand and observe the Student Protection in Anglican Schools Policy and Procedures.

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. Please refer to General Operations policy 12.1 Staff Transportation of Students for further guidelines.
- 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 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 impose physical punishment on a student in the course of your professional duties.
- 6.6 When physical contact with a student is a necessary part of the teaching/learning experience you must exercise caution to ensure that the contact is appropriate and acceptable. You should seek reassurance from the student by asking for a volunteer if necessary to demonstrate a particular activity.
- 6.7 Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability the management of toileting needs should be included in the student's individual management plan.
- 6.8 When congratulating a student, a handshake, pat on the shoulder or brief hug are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable.
- 6.9 Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and seek their consent.

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- 6.10 Sometimes in ensuring duty of care you may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy must be in keeping with the College's behaviour management practices or individual student management plans. You should report and document any such incidents.

Relationships with students

- 6.11 You must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. You are reminded of:
- a) the law prohibiting sexual relations with a person under the age of consent (16 years); and
 - b) the law prohibiting sexual relations between a teacher and their student under the age of 18 years.
- 6.12 You must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student. An overly familiar relationship with any student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and may carry a serious reputational risk for the College.
- 6.13 If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your supervisor and/or the Deputy Principal or Principal as soon as possible, so that a plan can be developed to manage the situation effectively and sensitively.
- 6.14 At all times when speaking with students care must be taken to use appropriate language. You must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
- 6.15 You may, as part of your pastoral care role, engage in discussion with students. This is entirely appropriate. However you must be cautious about making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself.
- 6.16 You must not:
- a) invite students to your home;
 - b) visit students at their home; or
 - c) attend parties or socialise with students, unless you have the express permission of the Principal and their parents or care giver.
- 6.17 You must not engage in privately paid tutoring or coaching of students from the College, without the express permission of the Principal.
- 6.18 You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site (Refer to Marketing & Community Relations Policy 7.3 e-Communications and Social Media Policy).
- 6.19 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)
- 6.20 Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations completely, another member of staff should make any significant decisions relating to the student's assessments and have those endorsed by a supervisor.
- 6.21 You should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.

Student protection

- 6.22 You must be aware of and comply with the College's Child and Youth Risk Management Strategy and the Student Protection in Anglican Schools Policy and Procedures.
- 6.23 As set out in Section 3 you must report any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you to the Student Protection Officers in each sub school or to the Principal. This includes self disclosure if the allegation involves you.
- 6.24 Broadly, 'reportable conduct' includes:
- a) any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or
 - b) any assault, ill-treatment or neglect of a child; or
 - c) any behaviour that causes psychological harm to a child, whether or not the child consents.
- 6.25 Reportable conduct does not extend to:
- a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
 - b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures.
- 6.26 For further information about 'reportable conduct' see the College's Student Protection in Anglican Schools Policy and Procedures.
- 6.27 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 reportable conduct.

7. Appropriate use of electronic communication and social networking sites

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

- 7.1 You must comply with the College's ICT and Information Management Policy 10.13 Acceptable Use of Information Technology for Staff and the College's Marketing & Community Relations Policy 7.3 e-Communications and Social Media Policy. This includes:
- a) exercising good judgment when using electronic mail, following the principles of ethical behaviour;
 - b) using appropriate and professional language in electronic mail messages;
 - c) being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;
 - d) not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
 - e) not inviting students into your personal social networking site or accept an invitation to theirs;
 - f) not using social networking sites to email or contact students;
 - g) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
 - h) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

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- 7.2 You must never use the College's networks to view, upload, download or circulate any of the following materials:
- sexually related or pornographic messages or material;
 - violent or hate-related messages or material;
 - racist or other offensive messages aimed at a particular group or individual;
 - malicious, libellous or slanderous messages or material; or
 - 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 College. Maintaining a safe work environment requires everyone's continuous cooperation.

- 8.1 You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk you or any other person's health and safety.
- 8.2 As a College employee, you must:
- not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
 - not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;
 - 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;
 - take action to resolve any alcohol or other drug-related problems that you have; and
 - consult with your supervisor or the Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

- 8.3 As a College employee, you must not:
- have illegal drugs in your possession while at work. Any illegal drugs found on College property or in the possession of any person on College property may result in disciplinary action including the termination of your employment and referral to the Police;
 - give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and
 - supply or administer prescription or non-prescription drugs to students unless authorised to do so.

Alcohol

- 8.4 You must not take alcohol into the College workplace or consume it during work hours or at any College function at any time school students are present, including those events conducted outside the College premises unless expressly permitted to do so by the Principal. A College function is any occasion organised by the College and/or in the College's name, including camps, dances, farewells, excursions and sporting fixtures.
- 8.5 You must not:
- purchase alcohol for, or give alcohol to, any student (or to any other person under the age of 18 years); and
 - 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 College buildings, enclosed area or on campus grounds. This includes all buildings, gardens, sports fields, cars and car parks. It is an offence for a person to smoke on school land or within five meters outside the boundary of school land.
- 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 College.

Refer to 8.3 Conflict Policy and the Fraud and Corruption Policy for further guidelines.

- 9.1 Employees must seek prior approval from the Principal before taking on any kind of employment with another company, or operating a business whilst employed at WestMAC. Approval to take on additional employment or operate a business will not be unreasonably withheld, provided that employees ensure that it is carried out outside of normal work hours and does not interfere with the employment obligations at WestMAC, it does not in any way interfere with work performance and there is absolutely no conflict of interest.
- 9.2 Casual or part-time staff are likely to have other employment and in some situations this could create a conflict of interest. This real or potential conflict should be discussed with their Supervisor and steps taken to manage the situation.

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.
- 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 College and its staff. You must not create the impression that any person or organisation is influencing the College or the decisions or actions of any of its employees.
- 10.3 If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value (e.g. \$100) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the College.
- 10.4 When such a gift is accepted, you must advise your Principal. They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.
- 10.5 Sometimes employees might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the College. If you win a prize you must advise your supervisor or the Principal who will determine how the prize should be treated and recorded.

11. Communication and protecting confidential information

Employees must understand and abide by the College's policies which guide respectful and appropriate communication, protect personal information and allow an individual to raise a concern about a potential or perceived breach of such regulations.

Communication

- 11.1 You are required to comply with College's communication guidelines.
- 11.2 You should be mindful of confidentiality when in discussions with parents. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.
- 11.3 You should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Principal in the context of grievance resolution.

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- 11.4 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the College community, or the public.
- 11.5 The media should not be given access to students or allowed entry to the College without the express permission of the Principal. You should not make any comments to the media about the College, students or parents without the express permission of the Principal or the Director of Marketing and Business Development. Refer to the College's Marketing & Community Relations Policy 7.2 Media Policy for further information.

Confidential information

- 11.6 As a College employee, you must only use confidential information for the work-related purpose it was intended. Refer to the General Operations Policy 12.2 Privacy Policy for further information.
- 11.7 Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal.
- 11.8 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

Privacy

- 11.9 Sensitive and personal information should only be provided to people, either within or outside the College, who are authorised to have access to it.
- 11.10 You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other College employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the College's work because of their expertise.

Complaints

- 11.11 Should a complaint arise you should follow the General Operations Policy adopted from the Anglican Church Southern Queensland, Complaints Management in Anglican Schools Policy and Procedures; and the Complaints Management College Procedures.

12. Record keeping

Employees must abide by the General Operations Policy 12.9 Records Retention and the Records Retention Schedule for Anglican Schools in the Diocese of Brisbane.

- 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 College'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 College.
- 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

Employees are expected to support principles specified in the ICT and Information Management Policy 10.16 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.

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

14. Our Commitment to being an Equal Opportunity Employer

WestMAC is committed to ensuring that our people are treated fairly and equitably. This commitment includes maintaining a work environment that is free from discrimination, harassment and bullying. All employees share the responsibility for fostering and creating a work environment where all staff are treated with dignity, courtesy and respect.

Additionally, WestMAC embraces the principles of Equal Employment Opportunity (EEO), which are aimed at eliminating unlawful discrimination in employment matters, benefiting the whole organisation. The principles include marital status, ethnicity, race, gender, sexual orientation, religion, pregnancy or potential pregnancy, breastfeeding, age, union or political affiliation, and physical or mental disability.

15. Representing WestMAC

Personal Presentation: WestMAC takes great pride in its professionalism. It is important that we convey a positive and professional image to the community through the presentation of our staff. This message is conveyed to the broader community, parents and importantly, students, who will model their own standards on the way we dress, speak and act.

General Dress Expectations for Teaching and Non-Teaching Staff

- Neat and tidy appearance.
- An umbrella must be used or broad rim hat must be worn when outside.
- Staff are expected to wear "business attire". For male staff, a business shirt (short or long sleeve), tie, trousers and appropriate footwear.
- Female staff should wear smart, conservative outfits with appropriate footwear. Shorts and denim items are not considered professional business attire.
- Footwear should be appropriate and take into consideration the terrain of the College grounds, e.g. low heels, no strapless or "thong" style shoes.
- The Principal or Deputy Principal will decide what constitutes "business attire" should a dispute occur.

Sport and Extra-Curricular Activities

Staff are expected to dress appropriately for the activity in which they are involved and are to change into business attire as soon as possible after the activity.

Non-Teaching Staff

Those involved in specialist areas should dress as required for their work, e.g. Grounds and Health and Physical Education (HPE) staff have appropriate uniforms and safety attire. Administration staff should wear conservative business attire.

The requirement to present ourselves in a professional and business-like manner relates not only to our physical appearance but also to the way we communicate and interact with others and the views that we express.

16. Environment and Litter Management

WestMAC is committed to the efficient use of resources and the reduction and prevention of environmental harm in our operations.

As employees of WestMAC we have an obligation to take reasonable care and attention when performing our role and to comply with all directions given to ensure that environmental damage does not occur. We must also actively participate in all environmental audits and assessments, corrective actions administered, or rehabilitation plans we are involved in.

Management at the College must demonstrate sound environmental leadership at all times and must strive to create an environmentally responsible culture, leading by example.

With regard to litter management all staff are required to be proactive and vigilant. Our philosophy is that no person within the staff or student community should walk past a piece of litter without picking it up.

17. Property and Resources

All employees are responsible for safeguarding WestMAC's assets. As employees we must use and maintain such assets with care and respect.

These assets include physical property, equipment, as well as tangible assets such as securities and cash, office equipment and supplies, and information systems. It also includes intangible property such as intellectual property, software, patents, trademarks, copyrights and other proprietary information.

Whilst employed by WestMAC, we must only use College assets in accordance with policies, practices and procedures, comply with security programs that help prevent unauthorised use or theft, and abide by all regulations or contractual agreements governing usage. We must not remove any College property without the approval of the appropriate supervisor. We must keep all property of this nature strictly confidential and must also agree to assign all future copyright in any work that we produce in the course of our employment by WestMAC, to WestMAC without limitation.

If property in your care is lost or broken, a request is to be sent to the Facilities Department for repair or replacement. If the cause of the loss or breakage is due to negligence, the responsible staff member may be required to pay for the replacement or repair of the item.