



# Lumen Christi College

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## Code of Conduct

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### Review History:

<i>Year of Review</i>	<i>Reviewed by</i>	<i>Amendments/Review</i>
2017 (March)	Deputy Principal Pastoral Care	Originally Released
2017 (May)	Deputy Principal Pastoral Care	Amended
2019 (November)	Deputy Principal Staffing and Operations	Amended

### Next Review:

<i>Year</i>	<i>Responsibility</i>
2020	Deputy Principal Pastoral Care

## Purpose

The purpose of the Lumen Christi College Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students.

This code aims to be consistent with the expectations for Catholic Schools laid out in both the [Bishop's Mandate Letter for Catholic Schools](#) and the Catholic Education Office Handbook for Catholic Schools. It also applies concurrently with College policies which include but are not limited to: Staff Dress Code Policy; Acceptable Use of ICT Policy; Social Media Policy; Harassment, Unlawful Discrimination, Victimisation and Bullying Policy; Pastoral Care Policy; Unsatisfactory Performance or Misconduct Policy; and Management of Student Behaviour Policy.

Members of the College Community are to embody the College's philosophy and value system by demonstrating a commitment to ethical behaviour and professionalism in all their dealings with each other.

'The use of any form of **child abuse**, **corporal punishment** or other **degrading punishment** is explicitly forbidden. These terms are defined (in accordance with the Guide to Registration Standard and Other Requirement for Non-Government Schools, 2018) in appropriate school publications and the Staff Code of Conduct.'

## Application

The Code applies to staff, students, volunteers, parents and guardians as applicable. The term 'parents' includes guardians.

## Introduction

- You acknowledge the inherent vulnerability of the students in your care.
- You recognise that the safety and well-being of students depends upon your vigilance and diligence and the vigilance and diligence of all adults.
- The Code does not give you detailed professional advice on specific behaviour. Rather, it describes the minimum requirements expected of you.
- The Guidelines are an illustrative rather than an exhaustive list of the behaviours covered by the Code.
- If your behaviour varies from the standards described in this Code (and Guidelines), you must be prepared to explain and justify your decisions and actions.
- While mandatory language such as 'must', 'shall' and 'will' is not used throughout the Code, there is a presumption the conduct described is mandatory and therefore not discretionary.
- Breaches of the Code must be notified to the Principal and it is a breach of the Code not to do so.
- A breach of the Code may constitute a failure to follow a lawful direction from the Principal and therefore the Principal will have the discretion as to what action to take, which may include counselling, professional development or sanctions (including disciplinary action or termination of employment) under any agreement between you and the Principal. If you are a parent, volunteer or visitor, the Principal may take such action as is appropriate in your circumstances to maintain the safety and well-being of students.
- The Principal must notify the appropriate authorities of any breach of the Code that was deliberately undertaken with the aim of befriending and establishing an emotional connection with a student, to lower the student's inhibitions in preparation for engaging in sexual activity with the student.
- The Principal expects you to conduct yourself personally and professionally in a way that maintains public trust and confidence in the College and the Church.
- You have a responsibility to students and their families, other members of the College Community and the wider community to provide and support safe and competent education and care of students.
- You will do your best to support other members of the College Community to comply with the Code.

In cases of conflict between parts of the Code, between the Code and other College policies, or in any decision making choices, you give priority to the outcome that will be in the best interests of the safety and well-being of the child.

## Conduct Statements

1. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
2. You respect the dignity, culture, values and beliefs of each member of the College Community.
3. You give priority to students' safety and well-being in all your behaviour and decision making.
4. You act safely and competently.
5. You promote and preserve the trust and privilege inherent in your relationship with all members of the College Community.
6. You maintain and build on the community's trust and confidence in Catholic Colleges and the Church.
7. You support all members of the College Community in making informed decisions about students.
8. You act reflectively and ethically.
9. You give impartial, honest and accurate information about the education, safety and well-being of students.
10. You allow students to have a voice in their education, safety and well-being.
11. You treat personal information about members of the College Community as private and confidential.
12. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the College Community.

## Conduct Statement 1

You act in accordance with the values of the Gospel as defined in the [Code of Ethical Conduct](#).

### Guidelines

1. You are mindful that your decisions and behaviour are opportunities for students and others to see Gospel values in action and how faith integrates with life. Therefore you are responsible for educating yourself and anyone you lead on the content of those values, and their practical application in your decision making.
2. You acknowledge that as a member of a Catholic College Community, you are required to strive to develop and live out your relationships with all people in a manner that is based on Gospel values as defined in the CECWA Code of Ethical Conduct.
3. You accept that as a member of a Catholic College Community, your conduct reflects on Catholic Education and the Church, and therefore you must strive to uphold the letter and spirit of the Code of Ethical Conduct.
4. You are called upon by the Code of Ethical Conduct act in a manner that is
  - Based on Christian ethics
  - Professional
  - Timely
  - Contextually appropriate
5. The Code of Ethical Conduct requires you to take an ethical approach based on the living out of Gospel values which find expression in
  - Respect for the dignity of each person
  - Acknowledgment of the giftedness of each person
  - Commitment to building positive relationships
  - Confidentiality
  - Accountability
6. Respecting dignity is based on
  - A conscious appreciation of the sacredness of the individual's creation
  - A sensitivity to the fact that each individual has emotions, fears, hopes and an innate goodness which flows from creation in the image of God
7. Recognising the giftedness of others involves
  - Discerning these gifts
  - Naming and acknowledging these gifts
  - Empowering individuals and groups to use their gifts
8. Fostering positive relationships which flow from being
  - Welcoming and open
  - Honest and loyal
  - Trusting and trustworthy
  - Willing to share knowledge, skills, resources and insights
9. Committing to appropriate confidentiality based on
  - Respect for others
  - Professionalism
10. Committing to
  - The Mandate of the Bishops of Western Australia
  - The acceptance of responsibility for any action or initiative at a personal and professional level

**Example breaches include, but are not limited to**

### Specific Behaviours - Staff

- A staff member discussing College business or students in a public forum without authorisation
- A staff member inappropriately forwarding emails which were intended for one person to another person
- A staff member failing to plan in a way that appropriately differentiates and meets the needs of the individual students, e.g. special needs students in a mainstream class
- A staff member neglecting College requirements in terms of behaviour management and dress code.

**Specific Behaviours - Students**

- A student disrupting the learning of others
- A student bullying others on the basis of appearance, performance, differences or other, whether discreetly or indiscreetly
- A student littering and disrespecting or damaging their environment

**Specific Behaviours - Parents**

- A parent not complying with rules and regulations that protect College staff and other students' privacy,
- A parent communicating with staff in an antagonistic manner
- A parent not following due process in communicating with College Staff
- A parent who is a member of staff must follow normal protocol when arranging to see other staff members concerning their child.

**Specific behaviours - Volunteers**

- A volunteer breaching confidentiality of College information
- A volunteer not signing in at College Reception

**Specific Behaviours - Visitors**

- A visitor not signing in and out at College Reception and not ensuring that their whereabouts are known by a member of staff at all times

## **Conduct Statement 2**

**You respect the dignity, culture, values and beliefs of each member of the College Community.**

### **Guidelines**

1. You respect both the person and capacity of each member of the College Community, treat them with dignity, show respect for their culture, values, and beliefs.
2. You interact with members of your College Community in an honest and respectful manner.
3. You perform your duties and conduct your relations with students and members of the College Community with fairness and justice. This includes taking appropriate action to ensure the safety and quality of the education and care of students are not compromised because of harmful or prejudicial attitudes about culture, ethnicity, gender, sexuality, age, religion, disability, spirituality, political, social or health status.
4. In planning and providing education and College support services, you uphold the standards of culturally safe and competent care. This includes according due respect and consideration to the cultural knowledge, values, beliefs, personal wishes and decisions of each member of the College Community. You acknowledge the changing nature of families and recognise that families can be constituted in a variety of ways.
5. You do not express racist, sexist, homophobic, ageist and other prejudicial and discriminatory attitudes and behaviours toward any member of the College Community. You take appropriate action when observing any such prejudicial and discriminatory attitudes and behaviours.
6. In making professional judgements in relation to the interests and rights of a member of the College Community, you do not contravene the law or breach the human rights of any person.

**Example breaches include, but are not limited to**

#### **Specific Behaviours - Staff**

- A staff member engaging in discriminatory, disparaging, abusive, offensive behaviour or any act(s) amounting to bullying or harassment (including sexual harassment)
- A staff member offending a student by knowingly disrespecting their background or traditions
- A staff member making inappropriate assumptions or comments about a person's beliefs, ethnicity, age, religion or any individual trait
- A staff member using inappropriate sarcasm or humour
- A staff member using inappropriate language

#### **Specific Behaviours - Students**

- A student taking inappropriate photographs, video or other digital images of another student or staff member and sharing it
- A student engaging in, abetting or encouraging bullying, whether at school or online
- A student making racist or sexist remarks, or using any abusive language
- A student encouraging inappropriate behaviour from any other student
- A student not showing respect by asking teachers inappropriate questions

#### **Specific Behaviours - Parents**

- A parent engaging in excessive or inappropriate communication with staff
- A parent making disrespectful comments about other students
- A parent not supporting College staff in relation to College policies
- A parent taking inappropriate photographs, video or other digital images of another student or staff member and sharing it

#### **Specific Behaviours - Volunteers**

- A volunteer making inappropriate comments to students or College staff and disrespecting different value systems or the educational environment
- A volunteer who is an ex-student who coaches or assists with extra-curricular activities being overly familiar with current students

#### **Specific Behaviours - Visitors**

- A visitor making inappropriate comments to students or College staff and not respecting different value systems or the educational environment

### **Conduct Statement 3**

**You give priority to students' safety and well-being in all your behaviour and decision making.**

#### **Guidelines**

1. You accept that all adults have individual and joint responsibility for the safety and well-being of students.
2. You ensure the safety and well-being of students are the primary focus of your actions and decisions and take precedence over any other considerations including the reputation of the College and your own needs.
3. You support the safety, health and well-being of each student, promoting and supporting decisions and behaviour that contribute to the student's self-confidence, safety and well-being.
4. You do not behave in any way that risks creating ambiguity about whether you are acting in the best interests of a student.
5. You respectfully communicate in a manner that the student and those supporting their education can understand so they may fully participate in that education.
6. You support informed decision making by advising the student as appropriate and those supporting their education about education options, and assist the student and their parents to make informed decisions about that education.
7. You endeavour to ensure the voice of the student is heard as appropriate, taking into account age and circumstances.
8. You seek out, welcome, and learn from information relevant to the safety and well-being of students in any form, including advice, disclosures, complaints, criticisms, feedback and performance reviews. You look for opportunities to engage in formal and informal group and self-reflection and professional development about your own and others' decisions so that you and the College can learn and continuously improve.
9. You recognise that all information about students collected by College staff is done so on behalf of the Principal and for the benefit of the student. Therefore, all information is disclosed to and accessible by all who have a need to know it in order to support the education, safety and well-being of the student.
10. You respectfully advocate for the safety and well-being of students above all other considerations.
11. You recognise the importance that students' education continues without interruption or disturbance.
12. You disclose to the Principal any information that a reasonable person would recognise as being relevant to the safety and well-being of students so that the Principal may make appropriate decisions to manage any risk to them. This includes any relationship with any person who may have been accused of harming children or acting unsafely towards them.
13. You recognise that students and their parents are entitled to assume that the sole focus of your engagements with students is to educate them within a safe environment that puts their well-being above all else. You understand that this trust by parents and students puts the onus on you to use your relationship with students solely for their education. You use all engagements with students and their parents, whether in person, through a third party, or via digital media for the purpose of teaching the curriculum.
14. You do not accept gifts or benefits that could be viewed as a means of influencing your objective decision making.

**Example breaches include, but are not limited to**

#### **Specific Behaviours - Staff**

- A staff member not attending to student concerns
- A staff member failing in their Duty of Care
- A staff member attending the College intoxicated or under the influence of illicit substances
- A staff member whose decision-making is impaired by the influence of drugs or alcohol
- A staff member not ensuring that the work space is safe
- A staff member not maintaining personal and professional boundaries with students
- A staff member not maintaining timely, accurate and appropriate communication with parents and students regarding behaviour, academic performance and pastoral care

**Specific Behaviours - Students**

- A student engaging in unsafe behaviour
- A student engaging in bullying or harassment
- A student attending College events under the influence of a substance
- A student engaging in unsafe actions or behaviours on College grounds

**Specific Behaviours - Parents**

- A parent supplying alcohol to students
- A parent driving other students without permission or under the influence of a substance
- A parent coming to school or attending College events under the influence of a substance
- A parent not adhering to College policies and procedures

**Specific Behaviours - Volunteers**

- A volunteer coming onto the College premises under the influence of a substance
- A volunteer not adhering to the College's policies and procedures
- A volunteer not providing the College with appropriate documentation in a timely manner

**Specific Behaviours - Visitors**

- A visitor coming onto the College premises under the influence of a substance
- A visitor not adhering to the College's policies and procedures
- A visitor not providing the College with appropriate documentation in a timely manner

## Conduct Statement 4

### You act safely and competently.

#### Guidelines

1. You are expected to put the safety of students ahead of every other relevant but secondary consideration.
2. In doing so, you are expected to act within the scope of your expertise and role within the College Community.
3. If the safety and well-being of a student requires skills and experience outside your core competency, you must refer the student to the appropriate expert.
4. You are personally responsible within the context of your position in the College Community for the provision of safe and competent student education. It is your responsibility to maintain the competence necessary to fulfil your role. Maintenance of competence includes participation in ongoing professional development to maintain and improve knowledge, skills and attitudes relevant to your role in your College.
5. You recognise that the Principal, staff, parents and students assess your ability to act safely and competently based on your behaviour and decision making, and you do likewise in your assessment of them. You are responsible for conducting yourself in all things such that, there is no speculation, doubt or ambiguity that you do so in the best interests of students. You must take reasonable steps to avoid situations where your decisions or behaviour could be interpreted as putting students at risk. You must also notify the Principal as soon as possible if you found yourself in such a position of ambiguity so that you can explain the circumstances.
6. You recognise each student's and their parents' right to receive accurate information; be protected against foreseeable risk of harm; and be involved in and informed about decisions in relation to their education.
7. You perform your role in the College within your professional or industry competency and according to College policies and any standards or codes applicable to your profession or industry.
8. You notify an appropriate person or the Principal of any information relevant to maintaining student safety and well-being, or any observation of questionable, unethical or unlawful behaviour, including breaches of this Code, and intervene to safeguard the student if the circumstances require it.
9. You ensure that any information you receive relevant to the safety and well-being of students is either acted upon by you in the best interests of the student if you are the relevant decision maker, or passed to the relevant decision maker for them to act.
10. You perform your work in a safe and competent manner that is not compromised by personal health limitations, including the use of alcohol or other substances that may alter your capacity to act safely. If your health threatens your ability to work safely and competently, you have a responsibility to seek assistance to address your health needs. This may include making a confidential report to an appropriate authority.
11. You understand that alcohol cannot be consumed on College grounds unless authorised by the College Executive Leadership Team. Any alcohol, so authorised, is to be securely kept and cannot be consumed anywhere other than where the College Executive Leadership team has permitted. Alcohol is not to be stored in teaching spaces.
12. You perform duties in partnership with parents and College staff and in accordance with the standards of your profession or industry (e.g. Teachers Registration Board of western Australia).
13. You perform duties in accordance with wider standards relating to safety and quality in education; and student care; and responsibility for a safe College. This includes, but is not limited to standards, such as those relating to occupational health and safety, mandatory and critical incident reporting, and participation in incident analysis and formal open disclosure procedures.
14. You make decisions about students based on their age, ability, and in the best interests of the student's sense of security, and their physical, social, emotional and mental safety.
15. You seek advice, assistance and second opinions from experts and the Principal as necessary.

**Example breaches include, but are not limited to**

**Specific Behaviours - Staff**

- A staff member failing to renew their annual registration and renewals
- A staff member failing to use medical, behavioural and academic data
- A staff member taking photographs, videos or digital images of students without their permission
- A staff member asking or encouraging students to engage in unsafe behaviours

**Specific Behaviours - Students**

- A student using equipment or entering spaces without permission
- A student using equipment incorrectly
- A student touching others inappropriately
- A student not adhering to all College rules

**Specific Behaviours - Parents**

- A parent not reporting to Student Services when visiting or picking up students
- A parent not following signs, drop off/pick up guidelines and road safety rules in the carparks
- A parent not giving up to date medical information
- A parent defaming staff, students or the College, or using social media/media to air grievances in unconstructive manner

**Specific Behaviours - Volunteers**

- A volunteer not wearing visitor badge or showing identification
- A volunteer operating without supervision
- A volunteer not adhering to College policies and procedures
- A volunteer not providing proof of valid Working with Children Check

**Specific Behaviours - Visitors**

- A visitor not reporting to reception and signing in when on College grounds
- A visitor not wearing visitor badge or showing identification
- A visitor operating without supervision of College staff
- A visitor not adhering to College policies and procedures

## Conduct Statement 5

**You promote and preserve the trust and privilege inherent in your relationship with all members of the College Community.**

### Guidelines

1. You promote and preserve the trust inherent in your relationship with students and with their parents.
2. You recognise that an inherent power imbalance exists within your relationship with students that may make the students and their family vulnerable and open to exploitation. You actively preserve the dignity of all people through practised kindness and by recognising the potential vulnerability and powerlessness of each student and their family. You recognise that the power relativities between you and a student can be significant. This vulnerability creates a power differential in your relationship with students that must be recognised and managed with care.
3. You take reasonable measures to establish a sense of trust to protect the physical, psychological, emotional, social and cultural well-being of each student. You protect students who are vulnerable including, but not limited to, students with disability, from exploitation and harm.
4. You have a responsibility to maintain appropriate boundaries with students and to actively support other adults to do likewise, including bringing to their attention any failure to do so.
5. You may have personal or recreational relationships outside your College role with students' families and friends, or with College staff. You are aware that dual relationships may compromise student care and well-being. In cases of overlap or conflict between your dual relationships, you act with the primary intent of the safety and well-being of the student, which may require you to withdraw from a social relationship.
6. You do not engage in any behaviour with a student that could be interpreted by a reasonable person as being a friendship.
7. You do not engage in any behaviour with a student that a reasonable person could interpret as creating an opportunity to engage in emotional, physical or sexual intimacy with a student.
8. You recognise that the power imbalance between you and students means that the onus is on you to avoid any ambiguity or misunderstanding by a student or third party about your intent in your behaviour towards them.
9. You understand that the power imbalance between you and students means a student is unable to give their consent to engaging in emotional, physical or sexual intimacy with you, regardless of the legal age of consent, or the student's age or maturity. You must therefore not seek, nor rely, on such express or implied consent from a student to engage in an intimate relationship.
10. You understand that the power imbalance between you and students may continue to influence students' choices beyond the date when they cease to be students at your College. You must therefore not engage in emotional, physical or sexual intimacy with a former student within two years of them ceasing enrolment at your College, or them turning 21, whichever occurs latest.
11. You do not knowingly mislead parents or make misrepresenting statements to them, or withhold information relevant to their ability to make informed decisions about their children unless required by law.
12. You recognise that there may be rare exceptions to full disclosure to parents. Such disclosure of information may compromise law enforcement or other risk management processes, or the privacy and reputation of those involved. You recognise the need to seek legal or other expert advice in resolving such situations, recognising that parents have the right to know about any risk to their children.
13. You take reasonable steps to inform the Principal if you are a staff member with a child/children enrolled in the College and expect to be in contact with students after school or outside of school hours in a manner consistent with your role as a parent in the College Community. You will still exercise care to maintain appropriate boundaries.
14. You take all reasonable steps to ensure the safety and security of the possessions and property of students and their families that are in your care.

**Example breaches include, but are not limited to**

**Specific Behaviours - Staff**

- A staff member being alone with a student, in a manner which is, or can be perceived to be, inappropriate or not respecting boundaries
- A staff member inviting students for private tuition or meetings
- A staff member exchanging contact details with students and/or communicating with students via social media
- A staff member misleading parents about their children's progress
- A staff member showing favouritism to specific students

**Specific Behaviours - Students**

- A student attempting to contact a staff member on social media
- A student seeking emotional, sexual or physical intimacy with a staff member

**Specific Behaviours - Parents**

- A parent being alone with a student who is not their child, in a manner which is, or can be perceived to be, inappropriate or not respecting boundaries
- A parent making unsolicited contact with students

**Specific Behaviours - Volunteers**

- A volunteer being alone with a student, in a manner which is, or can be perceived to be, inappropriate or not respecting boundaries
- A volunteer not signing in at reception or avoiding staff supervision whilst on College grounds

**Specific Behaviours - Visitors**

- A visitor being alone with a student, in a manner which is, or can be perceived to be, inappropriate or not respecting boundaries
- A visitor not signing in at reception or avoiding staff supervision whilst on College grounds

## Conduct Statement 6

**You maintain and build on the community's trust and confidence in Catholic Colleges and the Church.**

### Guidelines

1. Your conduct maintains and builds public trust and confidence in your College, other members of the College Community, and the wider Church.
2. Any unlawful and unethical actions in your personal life risk adversely affecting both your own and the College's reputation in the eyes of the public. If the good standing of either you or the College was to diminish, this might jeopardise the inherent trust between the College and parents, as well as the community more generally, that is necessary for effective relationships and the best education of students.
3. You notify the Principal of your involvement in any criminal investigation or other legal process that may undermine trust and confidence in your judgement or care of students.
4. You consider the interests of the College and the Church when exercising your right to freedom of speech and participating in public, political and academic debate, including publication.
5. You never place the reputation of the College above the safety and well-being of students.

### Example breaches include, but are not limited to

#### Specific Behaviours - Staff

- A staff member engaging in criminal activity and/or not informing the College Leadership of any criminal investigation or other legal proceedings in which they are involved that may undermine trust and confidence in your judgement of care of students
- A staff member not reporting an incident because it could affect the College's reputation
- A staff member not ensuring required curriculum is covered and within the stipulations of the teachings of the Catholic Church (e.g. Required to teach about contraception in Health but the stance of the Catholic Church also needs to be made clear on this topic)
- A staff member providing a personal opinion on topical issues openly inconsistent with the Church's teachings
- A staff member posting negative comments about the College and/or the Church on social media

#### Specific Behaviours - Students

- A student engaging in criminal activity, including illegal drug use
- A student drinking alcohol or smoking cigarettes at College functions
- A student expressing opinions in public (including online) that damage the reputation of the College and/or Church
- A student not adhering to the College Uniform Policy
- A student engaging in aggressive or abusive language or harassment in any forum that can reflect adversely on the College, including online
- A student misbehaving in public whilst wearing the College uniform

#### Specific Behaviours - Parents

- A parent expressing opinions in public (including online) that damage the reputation of the College and/or Church
- A parent not ensuring their child adheres to the College Uniform Policy
- A parent engaging in aggressive or abusive language or harassment that can reflect adversely on the College

#### Specific Behaviours - Volunteers

- A volunteer expressing opinions in public (including online) that damage the reputation of the College and/or Church
- A volunteer wearing inappropriate clothing at the College
- A volunteer engaging in aggressive or abusive language or harassment that can reflect adversely on the College

#### Specific Behaviours - Visitors

- A visitor wearing inappropriate clothing at the College
- A visitor engaging in behaviour that can negatively reflect on the College

## Conduct Statement 7

**You support all members of the College Community in making informed decisions about students.**

### Guidelines

1. You recognise that parents are the first educators of their children and primary partners in the education of students.
2. You understand that each member of the College Community has skills, experience and knowledge that may be a unique resource that can be directed to towards the education, safety and well-being of students.
3. You actively share information about students with their parents and the Principal so that they may make informed decisions about students.
4. You treat the opinions of parents and College staff about the education and well-being of students with respect and dignity, even if you do not necessarily agree with it or believe it is misinformed or misguided.
5. You use plain language with appropriate style, tone and level in your written or verbal communication, particularly when expressing technical or expert advice, and you actively seek confirmation that you have been understood.
6. You engage with all parents equally and fairly, regardless of their relationship status, mindful that, in the absence of court orders to the contrary, each parent has equal and joint parental responsibility for their child. You do not allow your opinion about the behaviour of parents to prevent you from engaging openly and honestly with each of them about their child's education, safety and well-being.
7. You continue to inform and engage with a parent about the education and well-being of their child on the assumption that it is in the student's best interests to do so, regardless of the parent's level of engagement with you or the child. You respect any decision by a parent to disengage with you or their child, and you remain open to re-engage in the future.
8. You act to strengthen, preserve, restore and promote positive relationships between the student and their parents, family members, and those significant to the student, regardless of any breakdown in these relationships.

**Example breaches include, but are not limited to**

#### Specific Behaviours - Staff

- A staff member not remaining professional when dealing with parents
- A staff member not referring student to professionals with specific skills to make better judgements about their well-being or education
- A staff member failing to attend compulsory College events without permissible excuse

#### Specific Behaviours - Students

- A student being dishonest
- A student publicly defaming a College staff member or a parent
- A student truanting
- A student failing to attend compulsory College events without permissible excuse

#### Specific Behaviours - Parents

- A parent misrepresenting any information that is legally required by the College or authorities
- A parent, as staff member, failing to understand and respect the line between being a parent and being a staff member
- A parent lacking an acceptance of their role and responsibilities as members of the College Community
- A parent defaming a College staff member or a student
- A parent not showing respect for College procedures and property
- A parent allowing their child to truant from the College

#### Specific Behaviours - Volunteers

- A volunteer failing to interact with students, staff and parents in a professional manner

#### Specific Behaviours - Visitors

- A visitor failing to interact with students, staff and parents in a professional manner

## Conduct Statement 8

### You act reflectively and ethically.

#### Guidelines

1. You engage with the College reflectively and ethically to ensure that you consciously put student safety and well-being at the forefront of your behaviour and decisions.
2. You develop and maintain appropriate and best practice advice, support and care for each student and their family.
3. You evaluate your conduct and competency according to this Code, the terms and conditions of your relationship with the College, and College policies.
4. You contribute to continuous improvement by supporting opportunities to record, assess and learn from incidents involving student safety and well-being.
5. You advise the Principal of any reduction in your capacity to act in the best interests of the safety and well-being of students due to health, social or other factors, while you seek ways and support to address the deficiency.
6. You take care of the safety and well-being of all members of the College Community so that you all may fully contribute and cooperate in providing for the education, safety and well-being of students.

#### Example breaches include, but are not limited to

##### Specific Behaviours - Staff

- A staff member not disclosing an illness or condition that may negatively impact their ability to perform their role competently and safely
- Staff members not reporting worrying behaviour of another staff member which may negatively impact a member of the College Community
- A staff member not intervening or seeking assistance when observing students putting other students at risk
- A staff member allowing students to put themselves or others at risk in the classroom and outside of the classroom
- A staff member not making a mandatory report when there is reasonable grounds to form a belief that a student is being subject to sexual abuse
- A staff member not acting on improvement advice or professional feedback from reviews or appraisals
- A staff member not adequately meeting professional standards
- A staff member not disclosing a conflict of interest

##### Specific Behaviours - Students

- A student being disrespectful
- A student acting in an unsafe manner that puts themselves or others at risk
- A student bringing illicit substances to the College
- A student selling illicit substances at the College
- A student making inappropriate use of social media
- A student taking photographs of staff members without their consent
- A student stalking staff members or other students

##### Specific Behaviours - Parents

- A parent harassing any member of the College Community
- A parent making inappropriate use of social media to harm the reputation of community members or the College

##### Specific Behaviours - Volunteers

- A volunteer not following College policies and regulations
- A volunteer arriving intoxicated or under the influence of substances
- A volunteer not seeking assistance when observing students putting other students at risk
- A volunteer not reporting suspected inappropriate interactions between staff and students
- A volunteer making inappropriate use of social media to harm the reputation of community members or the College
- A volunteer speaking inappropriately to staff and students
- A volunteer seeking or having inappropriate relationships with students

##### Specific Behaviours - Visitors

- A visitor not signing in at reception and following visitor's procedures

## Conduct Statement 9

**You give impartial, honest and accurate information about the education, safety and well-being of students.**

### Guidelines

1. You give and seek accurate advice relevant to the education, safety and well-being of students.
2. You accurately represent the role you play in the education, safety and well-being of students.
3. You fully explain the advantages and disadvantages of any options so all involved can participate constructively in decision making to deliver the best results for the student.
4. Where the education, safety or well-being of a student requires expert knowledge or experience, you seek these out for the benefit of the student.
5. You seek out first hand sources of information directly from parents, colleagues and experts, or in documents and policies when making decisions or giving advice rather than relying on hearsay, opinion, rumour or assumptions.

**Example breaches include, but are not limited to**

#### **Specific Behaviours - Staff**

- A staff member not utilising relevant and current sources of information to enable the effective education and care of students.
- A staff member not referring students to the relevant staff member when dealing with particular situations
- A staff member withholding information of incidents which are known to them
- A staff member misrepresenting their role to students, parents or the community
- A staff member not maintaining effective attendance records, academic progress or other welfare notes
- A staff member relying on hearsay or secondary sources of information in dealing with an educational or well-being matter

#### **Specific Behaviours - Students**

- A student not engaging in honest communication with staff and not actively supporting and promoting the safety of all
- A student not alerting staff and seeking help when required, particularly when dealing with difficult situations, such as ongoing bullying

#### **Specific Behaviours - Parents**

- A parent not providing honest information regarding a child's learning difficulties, giftedness, social, emotional and medical needs or any other background information that may support the education and care of the child
- Parents not alerting staff and seeking help when required, particularly when dealing with difficult situations, such as ongoing bullying

#### **Specific Behaviours - Volunteers**

- A volunteer supplying fraudulent information to gain access to the College facilities or students
- A volunteer not having the appropriate documentation and qualifications to volunteer at the College

#### **Specific Behaviours - Visitors**

- A visitor supplying fraudulent information to gain access to the College facilities or students
- A visitor such as a guest speaker not providing students with true and accurate information about relevant topics to the best of their knowledge

## **Conduct Statement 10**

**You allow students to have a voice in their education, safety and well-being.**

### **Guidelines**

1. You recognise that while you and all adults have responsibility for the safety and well-being of students, students have opinions and ideas about their education and well-being.
2. You allow age-appropriate opportunities and forums for students to reflect on and express their opinions and ideas and you treat those expressions with respect and care.
3. You regularly invite students to participate in decision making about their education and well-being and offer them constructive feedback on their ideas and opinions.
4. You encourage students to inform you or the Principal of any concerns they have about their own or other students' education, safety or well-being. You follow up those concerns and keep students informed of how they are resolved.

**Example breaches include, but are not limited to**

#### **Specific Behaviours - Staff**

- A staff member not following the guidelines of the mandatory reporting policies
- A staff member dismissing student concerns or opinions without consideration
- A staff member not addressing concerns of education, well-being and safety.
- A staff member criticising students' opinions and responding with 'put downs' when students seek to have a voice
- A staff member not giving appropriate or timely feedback
- A staff member providing psychological and/or career counselling when not qualified to comment and offer advice
- A staff member speaking with the media in relation to issues at the College without due regard for internal processes, factual information, College policies, student safety or privacy

#### **Specific Behaviours - Students**

- A student impinging on another student's well-being, opinion or participation by bullying, physical abuse, threats, blackmail, etc
- A student engaging in malicious behaviour including gossip, online bullying and sexting

#### **Specific Behaviours - Parents**

- A parent neglecting to inform the College of any situations or conditions currently putting the student's well-being at risk, e.g medical condition; unstable home environment or disruptive living arrangement; trauma

#### **Specific Behaviours - Volunteers**

- A volunteer not reporting incidents of concern raised by a student

#### **Specific behaviours: Visitors**

- A visitor not reporting incidents of concern

## Conduct Statement 11

**You treat personal information about members of the College Community as private and confidential.**

### Guidelines

1. You use personal information in accordance with your College Privacy Policy.
2. You have ethical and legal obligations to treat personal information as confidential. You protect the privacy of each member of the College Community by treating the information gained in the relationship as confidential, restricting its use and disclosure to the purposes defined in your College Privacy Policy.
3. If a third party asks for access to personal information, you must take reasonable steps to confirm the identity of the third party, and that it is lawful to disclose the information to them. You must inform the member of the College Community that you have disclosed their personal information unless you are satisfied that there are legal reasons for not doing so.
4. You seek advice if you identify a conflict between protecting personal information and any resulting risk to the safety and well-being of a student.
5. You create and keep accurate records of conversations about significant decisions involving the safety and well-being of students.

**Example breaches include, but are not limited to**

#### **Specific Behaviours - Staff**

- A staff member disclosing contact details of parents or staff to other parents or staff unless so authorised
- A staff member collecting personal details when not authorised to do so
- A staff member disclosing information to the student where it has been agreed by the parents and the College that doing so could harm the child
- A staff member publishing photos or videos of students without parental consent
- A staff member using personal social media to connect with students
- A staff member inappropriately disclosing names when recounting an incident
- A staff member disclosing someone else's personal information
- A staff member not disposing of confidential material appropriately (e.g. shredding)
- A staff member sharing confidential or personal information with other Colleges without authorisation

#### **Specific Behaviours - Students**

- A student taking footage (photographic or audio-visual) of persons or property and disseminating without authorisation

#### **Specific Behaviours - Parents**

- A parent trying to appropriate information about other students and/or their parents
- A parent disclosing personal information about staff
- A parent discussing a situation and exposing personal information of others in the course of doing so

#### **Specific Behaviours - Volunteers**

- A volunteer coming into the College and knowing/seeing something or gaining information and passing it on to unrelated third parties
- A volunteer asking students for personal information or information about the College which is not reported or authorised for disclosure

#### **Specific Behaviours - Visitors**

- A visitor pressuring a member of staff for information about the College, an incident or personal details
- A visitor breaching privacy by taking footage or photographs of students without consent

## Conduct Statement 12

**You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the College Community.**

### Guidelines

1. Your relationship with other members of the College Community is defined by whatever written or verbal agreement has given rise to that relationship. If you are a member of staff, it is your employment agreement. If you are a parent or acting in a parental capacity, it is the student's enrolment agreement. If you are a member of the College board, it is your College board constitution. If you are a visitor, it is in accordance with the permission of the Principal to be on College grounds on condition that you act safely and competently.
2. If you witness the unlawful or unsafe conduct of any other member of the College Community, or breaches of policy or this Code, whether in teaching, administration, College support services, or while engaging with students in person or via digital or other media, you have both a responsibility and an obligation to notify such conduct to the Principal or an appropriate authority and take other action as necessary to protect students.
3. Where you notify the Principal or a delegate of unsafe conduct, including breaches of this Code, and that notification fails to produce an appropriate response in the circumstances, you may take the matter to an appropriate external authority.
4. You respect both the person and property of students and their families, and of other members of the College Community, and the property and finances of the College.
5. You use College property and resources responsibly and for the purposes of the College.
6. WACE marking will be conducted in accordance with the agreements signed with SSACSA.

### Specific Behaviours - Staff

- A staff member failing to report unlawful or unsafe conduct, or any breach of the Code of Conduct
- A staff member using College resources irresponsibly or without consent

### Specific Behaviours - Students

- A student not reporting unlawful or unsafe conduct of others
- A student misusing or stealing College resources

### Specific Behaviours - Parents

- A parent not reporting unlawful or unsafe conduct of others within the College Community
- A parent misusing, or allowing students to misuse, College resources

### Specific Behaviours - Volunteers

- A volunteer not reporting unlawful or unsafe conduct of others within the College Community
- A volunteer misusing, or allowing students to misuse, College resources

### Specific Behaviours - Visitors

- A visitor not reporting unlawful or unsafe conduct of others within the College Community
- A visitor misusing, or allowing students to misuse, College resources