

CODE OF CONDUCT FOR STAFF

Commitment to Child Safety

All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

Camberwell Girls Grammar School – A Community Dedicated to Learning, Action and Service

Our Vision

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Key Areas of Focus

- Learning Designed for All
- Our Community
- Our Expert Workforce

Our Motto

'Utilis in Ministerium' (Useful in Service)

Diversity & Inclusion

Camberwell Girls Grammar School values diversity and inclusion, and is committed to child safety.

Purpose

The Code of Conduct for Staff, which aligns to Camberwell Girls Grammar School's (CGGS) mission and values, sets out the expected behaviour of all staff when representing the School, working with students and interacting with other members of the School community.

The Staff Code of Conduct has two key purposes:

- **Part A** of the Code sets out the minimum standards for the behaviour and conduct for all staff. Where conduct or behaviour falls below the standards outlined, disciplinary action may be commenced under the relevant industrial/employment agreement.
- **Part B** is a toolkit which provides further information and resources

The Staff Code of Conduct:

- promotes professionalism and excellence so that all staff are motivated 'to do the right thing' and feel safe and respected whilst at work.
- provides staff members with guidance and support in ethically ambiguous and challenging situations in the workplace.
- articulates a statement of CGGS responsibilities, accountabilities and establish trust
- supports our School community

- fosters and maintains student, staff and public trust and confidence in the integrity and professionalism of CGGS and its employees.
- contributes to making CGGS an inspiring and rewarding place to work
- provides a means by which CGGS demonstrates its responsibility to live its values through its every day operations

Scope

The School's Staff Code of Conduct ('the Code') is binding to all CGGS staff (including casual and sessional), as well as the Council and its committees. This Code includes Child Safety expectations applicable in both the physical and online environments, during or outside of school hours and to on campus and off campus locations provided for student use such as excursions, co-curricular lessons and events, school carnivals, sports facilities, school camps and parent involvement activities.

Commitment

We are committed to providing a collegial work environment which is positive, productive, healthy and enjoyable at all times.

Principles

The following principles underpin this Code:

- All Staff members should be valued and treated with respect and courtesy
- Staff members have the right to expect that the environment of the School and School activities will be safe and secure and support their physical and emotional wellbeing
- All staff have the right to work in a child-safe and equitable environment

Responsibilities

The **Principal** will fairly and reasonably implement the Code of Conduct for Staff.

All Staff Members (including casual and sessional) have a responsibility to:

- support this binding Code of Conduct
- read this Code of Conduct in conjunction with the School's policies and procedures available on the policy system
- for teaching staff, abide by the Victorian Institute of Teaching (VIT) Code of Conduct and Ethics; for professional services staff maintain a valid Working With Children's Clearance and Criminal Record Check; noting that non-compliance will result in disciplinary action as stated in their employment contract which may lead to termination of employment
- for staff whose position, such as finance, requires professional codes applicable to their position, abide to these requirements to maintain professional standards
- suggest ideas to their manager, a senior staff member or the Staff Support Group on ways that the workplace can be improved and to take opportunities to offer constructive feedback through such tools as staff surveys
- report any breaches of the Code of Conduct to the relevant people in the school
- report to the Principal any criminal charges or convictions received during the course of their engagement with the school
- take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability
- disclose to the Principal all gifts received from students or families to the value of \$100 or above and
- behave as positive role models to students.

Senior staff and those with positions of responsibility have the additional obligation to support employees in maintaining the required standards of behaviour and conduct through:

- leading by example and assisting employees to understand the Code of Conduct
- raising and resolving instances of a breach of the Code immediately as a concern is raised

Child Safety

All staff members of the School will:

- Support and promote safety of children in accordance with Ministerial Order No 1359 – Implementing Child Safe Standards in Schools and Boarding Schools, upholding CGGS' commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- Foster and maintain a child safe environment with all students in your care at all times, and interact with students in a professional manner that is appropriate to the student's age
- Maintain appropriate physical and emotional boundaries in their interactions with students
- Welcome all community members and their families and be inclusive
- Promote the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender, intersex, queer/questioning and asexual (LGBTIQA+) students
- Behave as a positive role model to students, and support pro-social behaviour at all times
- Listen and respond to the views and concerns of students and act on any disclosures, allegations of child abuse or safety concerns by speaking to a Child Safety Officer (Deputy Principal /Head of Senior School or Head of Junior School)
- If child abuse is suspected, ensure as quickly as possible that the student(s) are safe and protected from harm
- Report any concerns of child safety to a Child Safety Officer (such as the Deputy Principal /Head of Senior School or Head of Junior School or School Counsellor)
- Understand and comply with all legal reporting and disclosure obligations (including mandatory reporting and reportable conduct) in line with our child safety Reportable Conduct Policy and the [PROTECT Four Critical Actions](#)

Minimum Standards of Behaviour Expected by Staff

This section of the Staff Code of Conduct sets out the minimum standards of behaviour and conduct in the workplace.

1. Compliance with all School Policies

All staff are required to comply with all School Policies, including Child Safety policies.

2. Uphold School Values

All staff are expected to uphold and model the values of the School (integrity, commitment, respect, hope and courage).

3. Professional Conduct

Your personal and professional behaviour must conform to the standards that could reasonably be expected of such persons employed by CGGS including a commitment to professional standards in learning and teaching, administration and community involvement. You are also required to follow any lawful and reasonable direction made by the School.

4. Respect and Support for Others

In accordance with the School values, you must at all times treat colleagues, students and other members of the community with respect, courtesy, fairness and equity, including making decisions that are procedurally fair and limit or avoid behaviour which might create an unsafe or unhealthy environment. You must approach all matters in a calm, rational manner and without the use of inappropriate behaviour or language, which may become a barrier to resolving issues and the continuance of positive working relationships. Examples of behaviour that is unacceptable include:

- communicating in aggressive tones or with violence
- rude or insulting behaviour
- sarcastic comments
- making decisions based on favouritism
- misuse of position power to disadvantage or inhibit other staff members in fulfilling their duties.

CGGS has zero-tolerance and will not accept any form of violence, assault or aggression in any manifestation, including from staff, parents, students and the wider CGGS community. You must support the Leadership of the School and have a sense of responsibility, accountability and respect for authority. Staff must at all times treat colleagues and members of the community with mutual respect, goodwill and a commitment to working together. Please refer to the Respectful Workplace Policy for further information.

5. Equity and Diversity

Equality of opportunity and its underpinning principles, equity, diversity and social justice are vital. Therefore, you must treat all staff, students and others in the School community in a fair, respectful and equitable manner. Staff must ensure they contribute positively to an environment free of discrimination, harassment and sexual harassment. This requires the implementation of fair and transparent practices and decisions.

6. Conflict of Interest

Actual, potential or perceived conflicts of interest must be identified, reported and appropriately managed in accordance with Part B of the Code of Conduct. You must act with honesty, fairness and propriety at all times.

You must not ask for or encourage commissions, the giving of gifts or benefits connected with performing your duties. You must not use your access to, or knowledge of, the School's policies, systems, processes or people to obtain advantages not generally available to other staff.

If you are unsure, you must seek the advice of your manager or a senior staff member.

7. Integrity and Professional Responsibilities

- Adhere to privacy at all times and not make improper use of information gained as a staff member and take appropriate steps to prevent unauthorised disclosure as per your employment contract.
- You must discharge your duties with honesty and integrity and refrain from any corrupt, improper or criminal conduct (including fraud, stalking and inappropriate relationships with students).
- You must report known and suspected instances of corrupt, improper or criminal conduct to the Principal.
- You must advise the Principal if you are charged with a criminal offence which is punishable by imprisonment or, if found guilty, could reasonably be seen to affect your ability to meet the inherent requirements of the work you are engaged to perform.
- Employment or professional activities other than those undertaken as part of your role with CGGS must not diminish public confidence in CGGS or your ability to perform your duties.
- Outside employment must not, nor have the potential to, adversely affect your performance or undermine, compromise or create a conflict of interest with obligations and duties to the School, in relation to your employment.

8. Attendance of School Events & Meetings

- All staff (including part-time on a pro-rata basis where possible) are expected to attend all scheduled:
 - Staff Professional Development Days
 - School Open Day/Evening
 - Church Services
 - Staff Meetings
 - Learning Conversations (teaching staff only)
 - Principal's and School Assemblies (teaching staff only)
- External appointments should not be made at times of scheduled staff meetings. In special instances, such as staff involved in interschool sport, apologies should be submitted to the meeting Chairperson.

9. Economy and Efficiency

- You must use CGGS's resources, including IT resources, in line with appropriate School Policies. You must safeguard, properly use, protect and care for CGGS resources at all times.
- All school resources remain property of the School and must be promptly returned when requested by the School.

10. Professional Dress and Appearance

How you present yourself as a representative of CGGS can have as much impact upon the professional image and reputation of the organisation as your actions. When you are on duty, your individual style does not have precedence over the School's responsibility to provide a consistent and professional image and a safe workplace. Therefore, your clothing, grooming and personal accessories:

- Must project a favourable image of CGGS as a professional organisation
- Must not be extreme or detract from the need to present as employees of a professional organisation

Managers and senior members of staff have a responsibility for ensuring that the dress and appearance of their employees reflects and supports the professional image of CGGS.

Please also refer to the School's Staff Professional Dress and Appearance Policy for further information.

11. Public Comment

- In making written or verbal comments which purport to represent the views or authority of CGGS, you must ensure that you hold proper authority to make such public comments, and that such authority has been properly given to you. Unless authorised specifically to do so, you must not make public comment on behalf of the School or in a context where a comment could be interpreted as a statement on behalf of the School.
- Where it is known you are associated with CGGS, you must make clear whether you are representing CGGS during a particular activity or whether your comment is in your personal capacity.

12. Social Media

- Whether using social media for work use, or in a private capacity, you must not do anything that may adversely affect your standing as an employee of CGGS or which could bring CGGS into disrepute.
- When using social media for private purposes you must ensure that you make it clear that any comments relating to CGGS are not official and that you are speaking only on behalf of yourself. Furthermore, you should ensure that any personal comments do not compromise your capacity to perform your role at CGGS.
- Unless consented by the School, staff, parents, guardians, volunteers and contractors are not permitted at any time to upload photos, videos, or other footage of school activities onto any social media platforms or forums.

13. Plagiarism

- Plagiarism, or using another person's intellectual output and presenting it (without appropriate acknowledgement) as your own, is an academically dishonest practice that seriously deviates from conduct acceptable within a scholarly community.

14. Privacy

- You must comply with the School Privacy Policy at all times and must not make improper use of information gained by being a staff member.
- You must ensure that personal information including data relating to other staff or students is collected, stored and used in accordance with privacy legislation, Freedom of Information and School policies and procedures.

15. Confidentiality

- Your employment contract requires that you keep CGGS information confidential and take appropriate steps to prevent its unauthorised disclosure. These obligations apply equally to other people's confidential information which is provided to you as a result of your employment.

16. Interactions with Students

You are required to:

- provide a supportive, stimulating and effective learning environment that empowers students to reach their potential
- Treat students with respect, impartiality, courtesy and sensitivity and, wherever possible, involve them in decisions that affect them;
- Provide accurate, timely and useful information to students in relation to their course of study, enrolment, policies, services and processes;
- Provide an environment free from discrimination and harassment in accordance with a clear statement of acceptable academic behaviour
- Be committed to the ethical values of honesty, trust, fairness, respect and responsibility in your interactions with students;
- Support the contribution of students and their representatives to the life of the School.

Please refer to the VIT Code of Conduct & Ethics for further information that is binding on all teaching staff, located on the School's intranet system.

17. Interactions with School Community

If you feel in any way compromised or concerned about interactions with a member of the School community (student, staff or parent), you must immediately raise the matter to a senior member of staff.

18. Communication

Communication in the workplace, whether verbal or written, must conform to acceptable standards of behaviour at all times. Examples of unacceptable behaviour are highly emotive, rude, agitating or insulting verbal comments, sarcastic, colluding

or agitating behaviour and highly emotive and inappropriately-worded or inappropriately-addressed emails or other written correspondence.

19. Safety and Security

- You will acknowledge your responsibilities and obligations under occupational health and safety laws and agree to take reasonable and practicable precautions to manage hazards and risks to ensure a safe environment.
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policies
- Work safely and report any hazards in accordance with school procedures to the Risk and Compliance Manager
- Monitor and take full care of the health and safety of others within area of responsibility
- Participate when required in the resolution of safety issues

You are required to:

- Uphold your OHS responsibilities in line with your position requirements;
- Perform all duties in accordance with relevant OHS laws, school policies and procedures;
- Report damaged or defective equipment/ facilities or hazards to the Maintenance Manager and must ensure that where such damage or defect is a risk to health and safety that appropriate action is taken to protect others from such risks.

You must ensure that you do not adversely affect your work performance or cause any risk to health and safety through the consumption of alcohol or use of other drugs (please see the *CGGS Drugs & Alcohol Policy* for further information). Staff must not consume any alcohol whilst responsible for the care of students.

Unacceptable Behaviours – Child Safe Specific

All Staff members of the School Community will NOT:

- Ignore or disregard any disclosures of child abuse or harm; concerning behaviours or suspicions that on their own may not necessarily constitute a breach however together may indicate a pattern of behaviour that poses a risk of safety of children.
- Develop 'special' relationships with any students, or show favouritism or ignore an adult's overly familiar or inappropriate behaviour towards a student.
- As far as practicable, be alone with a student one-on-one – ensuring interactions are conducted in an open space or in line of sight of another adult.
- Drive alone with a student in their car or a school owned vehicle (unless approved by the Principal), invite a student back to their home.
- Engage in any form of grooming activities and/or sexual conduct with a student including making sexually suggestive comments or for example by offering gifts, engaging with students in ways that are not justified by the educational or professional context.
- Accept gifts which could be reasonably be perceived as being used to influence students or their parents/guardians.
- Discuss intimate topics or use sexualised language or images, except when needed to deliver the school curriculum.
- Treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- Facilitate situations which unnecessarily results in close physical contact with a child or young person such as wrestling or tickling, or if correcting a skill or technique in sport or drama for example, do this with another adult present or in open and public areas.
- Use inappropriate language or swear in the presence of students.
- Have direct contact with a student, including texting, social media, instant messaging or personal emails.
- Have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.
- Photograph or video a student and store images without the consent of the school or parent(s) unless required for a duty of care.
- Share, tag or up-load inappropriate photographs or confidential information of students or the School
- Bully, harass or discriminate against, ignore, isolate or reject anyone, talk over the top of others, move into their personal space or fingerprint when interacting with students.
- Use rude or insulting behaviour or sarcastic comments with students.
- Exchange personal telephone numbers or personal email addresses with students (unless approved by the Principal).
- Use physical means of punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.

- Be under the influence of alcohol or illicit drugs when dealing with students, consuming alcohol in the school environment or at school events where students are present.
- Engage in any behaviour that may potentially cause harm to a student or damage to the School's reputation.

This Code cannot anticipate every possible scenario. To ensure compliance with the Code, an employee must be able to answer the following questions to guide their behaviour:

- Would I like to be spoken to or treated in this way?
- Am I working collegially?
- Does this feel like the 'right thing' to do?
- Am I acting in the student / School community's best interest?
- What would other members of the School community expect me to do?
- What would be the reaction if this was reported publicly?
- What impact might this have on the School's reputation?
- Are my relationships with students/staff all within professional boundaries?

If faced with a difficult situation, you should ask for assistance from a senior staff member. You are also encouraged to seek advice from your supervisor on reporting any behaviour which could be considered unreasonable.

Safety

All Staff Members are

- asked to comply with relevant policies and guidelines including occupational health and safety within the School Community.
- required to sign out and back in, during the day should a staff member need to leave the school premises in line with the School's emergency procedures

Breach of the Staff Code

Should any staff member's behaviour contravene the principles and ideals of this Code, the breach or suspected breach must be reported to the Principal.

The School will discuss the nature of the concern and investigate and where satisfied a breach has occurred or failure to comply, the Principal or her delegate may take one or more disciplinary actions in accordance with this Code of Conduct, your employment contract or relevant industrial instrument, professional code or terms of engagement. In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education's Reportable Conduct Scheme Policy and may be subject to the referral of Victoria Police.

If the breach or suspected breach relates to the Principal, contact the School Council Chair.

Communication of the Policy

The Staff Code of Conduct will be made available for all members to access from the School's intranet system.

Related Policies

Privacy

- Privacy Policy

Equity and Diversity

- Equal Opportunity Policy

Child Safety

- Child Safety and Wellbeing Policy

- Child Safety Reporting Policy
- Handling Sexting Incidents
- Working with Children Clearance Policy

Staff

- Employment and Recruitment Policy
- Respectful Workplace Policy
- Staff Professional Dress and Appearance Policy
- Occupational Health and Safety Policy
- Complaints Management Policy
- Social Media Policy
- BYOD Policy
- ICT Appropriate Use of Policy
- Conflict of Interest Policy
- Whistleblower Protection Policy

Finance, Purchasing, School Vehicles, Mobile Phone

- Delegations of Authority
- Purchasing Procedure
- School Owned Vehicle and Bus Safety Policy

Occupational Health and Safety

- Occupational Health and Safety Policy
- OHS Charter

Teaching

- Victorian Institute of Teaching Code of Conduct and Ethics
- Teaching and Learning Policies

Policy Review

This Code will be reviewed annually or more often as circumstances require. Next scheduled review date is August 2023.

Staff Acknowledgement

Please sign your commitment to the CGGS Staff Code of Conduct and return the signed copy to the HR Director (hrdirector@cggs.vic.edu.au)

I acknowledge that I have read and understood my obligations, duties and responsibilities under the Camberwell Girls Grammar Staff Code of Conduct and will abide by this Code.

Name: _____
(Please print)

Signed: _____ Date: _____

PART B: TOOLKIT

Introduction

This toolkit provides further information and resources to support Part A of the Staff Code of Conduct where no other related School Policy or Guidelines exists. Some FAQs are also included and it is planned that case studies will be included in a Staff Code of Conduct online training.

Contents

1. Staff Code of Conduct Charter
2. Five Step Ethical Decision-Making Model
3. Conflict of Interest
4. Guidelines: Outside Employment and Other Professional Activities
5. Staff Code of Conduct FAQs

Staff Code of Conduct Charter

Are you working the CGGS way?

Having a positive workplace culture is a priority for CGGS. As staff members we:

- Treat one another with reciprocal respect, integrity, kindness, dignity, trust, equity and acceptance
- Give others recognition and continually encourage them
- Listen to others, and if possible, act on their suggestions
- Manage negative behaviours and situations consistently
- Allow people to make mistakes – and learn from them
- Encourage fun in the workplace
- Give opportunities for innovation
- Model the culture we want to be
- Focus on building our own and others strengths and abilities
- Assist one another to achieve our full potential

A positive work environment is productive, rewarding, enjoyable and healthy for everyone. Refer to the Staff Code of Conduct (Part A) for further information.

Five Step Ethical Decision Making Model

At times you will need to make decisions or take actions that are not specifically covered in the Staff Code of Conduct. The following simple five step model may help guide you in the process of making an ethical decision.

1. Define the Problem

- What are the facts and circumstances of the situation?
- Who is involved and what are their points of view on the matter? Is there a need to collaborate or work together to find a solution or make a decision?
- Who is affected and are people's rights involved? If so, which rights and how are they affected?
- Does it breach legislation, regulation or Policy?
- Do any of the principles or obligations in the Staff Code of Conduct apply in the situation?

2. What guidelines/rules already exist?

- Are there existing Policies/ Guidelines/ Rules/ Procedures that can provide guidance on what to do? Which are the most important for this particular case?
- Are there any legal implications? Is subject expert or legal advice required?

3. *Identify and consider the options and assess the available decisions*

- List all options you feel are reasonable given the situation.
- What are the costs and long-term consequences of each?
- What are the legal implications of each?
- What impacts will each option have on a range of stakeholders? (students, employees, government, partners, industry, community)
- Are you, or others, able to take the course of action in a safe manner?
- Consider the options in light of the School's values and the principles of the Code of Conduct.

4. *Test the options*

- What would constitute a good outcome in this case?
- Would students, employees, Government, community and other relevant stakeholders see your actions as reasonable, honest, impartial and ethical?
- Would you be happy if this action was done to you?

5. *Choose your course of action*

- Prior to making a decision ensure you have consulted with necessary relevant stakeholders and obtained all advice, support and assistance you feel is necessary. You are encouraged particularly to approach your Supervisor or Manager prior to choosing a course of action.
- Make sure you choose an action which is:
 - within your delegation (authority) to make;
 - legal and in line with the Staff Code of Conduct and the School's values;
 - fair, impartial, honest, reasonable and able to be justified to the School and other stakeholders;
 - able to withstand properly informed and unbiased scrutiny; and
 - documented, so that a robust statement of reasons and decision making process can be supplied at any stage if required

Conflict of Interest

General Conflict of Interest

Staff are to actively prevent conflicts of interest by conducting themselves with honesty, fairness and propriety. Staff must not take improper advantage of their School position to obtain benefits for themselves or others.

In some circumstances the appearance of a conflict of interest could itself jeopardise your public integrity. You should stand down in any decision making process where you may be compromised.

Personal Relationships

Staff should be particularly aware of actively preventing actual or perceived conflicts of interest if working with persons with whom they have, or form, close personal relationships such as relatives, close friends or personal associates or involvement in sporting, social or cultural activities. They include any tendency toward favour or prejudice resulting from friendship, animosity or other personal involvement with another person or group.

Accordingly, staff must not participate without a specific agreement to manage such a situation, in processes related to academic progress, assessment, recruitment, selection, promotion, performance appraisal, termination or transfer of any person with whom they have, or have had, a close personal relationship.

In some cases, only the individual staff member will be aware of the actual or potential for conflict of interest and the onus is on that staff member to report the conflict to the Principal.

Enmity as well as friendship can give rise to an actual or perceived conflict of interest.

Relatives or staff members who are or become involved in an intimate relationship with each other should not work within the same departmental area or in a reporting relationship. One party should actively seek alternative employment within or external to the School. The School will offer support in this regard.

Personal relationships between staff and members of the School community are not banned. However, such relationships must generally be viewed as problematic given the potential reputational and personal conflicts that may arise.

Staff who have or have had personal relationships with students with whom they also have professional relations are required to:

- Remove themselves from selection, supervision, assessment, appeals process or any other professional issue concerning that student and to ensure provision by other staff at no disadvantage to the student. This may require disclosure in confidence to the Principal.

Personal Relationships – Students

Teachers/staff can hold a unique position of influence and trust that must not be violated or compromised. They exercise their responsibilities in ways that recognise that there are limits or boundaries to their relationships with students. The following examples outline some of those limits.

A professional relationship **will be violated** if a teacher or staff member:

- Has a sexual relationship with a student
- Uses sexual innuendo or inappropriate language and/or material with students
- Touches a student without a valid reason
- Holds conversations of a personal nature, or has contact with a student via written or electronic means including email, letters, telephone, text messages and social media sites including, but not limited to; Facebook, Instagram, SnapChat, MySpace, Mashable, Twitter, Tumblr, StumbleUpon, LinkedIn, without a valid professional context.
- Accepts gifts, which could be reasonably perceived as being used to influence them, from students or their parents/guardians. All gifts received from students or families to value of \$100 or above must be reported to the Principal.

A professional relationship **may be compromised** if a teacher or staff member:

- Attends parties or socialises with students outside of school sanctioned events.
- Invites a student or students back to their home, particularly if no-one else is present.

Students undertaking a placement at the School as a part of their studies are also bound by the above-mentioned limits and boundaries.

For more detail refer to CGGS' Conflict of Interest Policy

Outside Employment and other Professional Activities

Camberwell Girls Grammar School staff may undertake outside employment provided that they do so in a manner consistent with the School's Staff Code of Conduct and their conditions of employment with the School.

Outside employment is any paid work undertaken by a staff member in addition to their role(s) with CGGS. Other professional activities include, but are not limited to, Board membership, Company Directorships and Adjunct Appointments. Refer to CGGS' Outside Employment and Other Professional Guidelines for further detail. These guidelines do not cover consultancy activities or private consulting activities undertaken.

Staff Code of Conduct FAQs

1. I am a casual staff member - is the Staff Code of Conduct binding on me?

Yes – the Code is binding on all staff, irrespective of whether you are employed on a continuing, fixed term or casual basis, and compliance with the Code is required through your employment contract with the School. By accepting employment with CGGS you agree to comply with CGGS's minimum standards for workplace behaviour and conduct even if your private views regarding acceptable behaviour may differ from the School's.

2. What happens if I breach the Code?

You must be aware that any breach of the Code will be viewed seriously, but the specific course of action taken will depend on several factors including the nature of the breach and the industrial/employment agreement under which you are employed.

3. Does the Code only cover my behaviour and conduct at work?

The Code covers your behaviour and conduct at work but an understanding of what defines 'the workplace' is key. The 'workplace' is the place where you work and take part in any work-related activity or work-organised social activity, even if it is outside the physical boundaries of your normal worksite.

Although some settings might not therefore appear to be a 'workplace' as it is commonly understood, eg a weekend social event sponsored by the School, behaviour and conduct in such settings is subject to the Code.

Remember you have the right, as does everyone when involved in School business, to be treated with respect and courtesy and without discrimination or harassment regardless of the setting.

4. What if I can't find an answer to my question in the Staff Code of Conduct?

The Code cannot explicitly address every situation that may be encountered. However, you may find it helpful to follow the 5 step ethical decision-making model outlined in Part B of the Code to approach a particular situation. You are also encouraged to discuss any questions on Code-related issues with your supervisor who can provide guidance and support.

5. Can I use the Internet for personal use during my lunchtime?

IT resources, including Internet access, are made available for legitimate School business and operations, and a small amount of private use is tolerated. Legitimate School business includes teaching, research and independent study. In line with the *ICT Usage Policy*, internet access is provided on the understanding that all staff are responsible for exercising good judgment regarding a reasonable level of personal use, with guidance from their supervisor.

Costs for internet use are directly incurred by the School. Costs incurred by the School through excessive personal use may be recovered directly from the individual concerned, and may lead to disciplinary/legal actions.

6. Can I have my child work at CGGS casually?

Assuming your child is of the minimum legal age for the purposes of paid work, you may put forward your child's details as a potential casual employee to recruiting areas. In line with the *Employment & Recruitment Policy* and *Equal Opportunity Policy* the principles of merit, equity, diversity and social justice will apply to any appointment. Under any circumstances you must not be involved in any recruitment decisions regarding your child nor will your child report to you, unless approved by your manager.

7. Can I still be a member of the selection panel even though one of my friends is an applicant?

As a selection panel member, you must report any actual, potential or perceived conflicts of interest to the Chair of the Panel immediately. If you believe you are unable to be impartial, or would appear to be impartial, (this is likely if an applicant is a close friend) you must report this and the Principal should seek a replacement.

You should be aware that, in remaining involved in a selection process in this situation, you must act fairly, impartially and in the interests of recruitment and selection principles. Failure to do so may be grounds for a complaint about the process as well as constituting improper conduct.

8. What do I do if I suspect fraud?

Camberwell Girls Grammar School considers fraud seriously and does not tolerate such behaviour. In line with the Delegation of Authority Policy, you have the responsibility and obligation to report known or suspected instances of fraudulent conduct

to CGGS's Chief Financial & Operating Officer if seeking protection under the *Whistleblowers Protection Act*. This reporting will enable proper and prompt investigation proceedings to occur.

Once you become suspicious of fraud, you should take notes of all observations and actions, and keep this evidence in a secure place maintaining confidentiality.

You should note that failure to report suspected fraud is a breach of the Policy and the Code and may result in the School taking disciplinary action upon you.

9. (a) What do I do if I know or suspect that another staff member is in a personal relationship with a student that puts them at risk of a conflict of interest?

Ideally you should make the staff member aware of the School's conflict of interest guidelines and encourage them to declare the situation to their supervisor who will manage the situation accordingly. However, if you do not feel comfortable in approaching the staff member you should report the situation in confidence to your supervisor. Failing to act on a situation which can potentially put the School or a student at risk is a breach of the Code and may result in the School taking disciplinary action upon you.

(b) What do I do if I know or suspect that another staff member is in a personal relationship with a student?

It is illegal for a staff member, or student on a placement as part of their studies, of the School to have a personal or inappropriate relationship with a student as outlined in 3.2 of Part B above - Personal Relationships – Students.

If you know that another staff member is in a personal relationship with a student, it is recommended that you make the staff member aware of the School's Staff Code of Conduct and the Child Safety Standards and encourage them to declare the situation to their supervisor who will manage the situation accordingly. However, if you do not feel comfortable in approaching the staff member you should report the situation in confidence to your supervisor. Failing to act on a situation which can potentially put a student or the School at risk is a breach of the Code and/or Child Safety Standards and may result in the School taking disciplinary action upon you.

10. I would like to apply for VCAA Assessment Marking. Am I able to do this?

You must seek approval from the Principal prior to commencing any external work that will take place during your normal working hours, or that will affect carrying out your normal work duties. Any external work must not be done within school hours (unless approved otherwise), or whilst on the School's premises. All CGGS classes and work must be covered, and CGGS marking must take priority and be completed and submitted in a timely manner.

11. I recently witnessed a colleague repeatedly shouting at another colleague – what should I do?

It is not acceptable to repeatedly raise your voice even if you have a valid reason to be angry/upset. You have the right - and it is encouraged – that you approach the colleague and request that they refrain from shouting as this behaviour is not acceptable in the CGGS workplace. Alternatively you may wish to raise the matter with your supervisor or seek information and support from a senior member of staff.

12. Is swearing in jest appropriate in the workplace?

No – you may believe that swearing makes a situation amusing but others may see it as offensive and may wish to take the matter further.

13. What should I do if I develop a sexual relationship with a colleague?

Should the relationship be with someone within your work area you should declare this to your supervisor, if that is your wish, requesting their confidence. You and your colleague have responsibility to ensure that you do not place yourselves in a situation where a conflict of interest would exist or be perceived to exist or where the School is put at risk because of your mutually consenting relationship.

14. My daughter is a student in the School. What should I do?

You should ensure that your supervisor is aware of the relationship and that you remove yourself from any situation where a conflict of interest could exist or be perceived to exist. This includes any assessment and marking of your daughter's work submitted as part of her studies with CGGS.

15. My supervisor regularly asks to meet me about being late for work. I feel I am being bullied. Am I?

A supervisor has a right to – and should - discuss any concerns regarding conduct, including punctuality, with a staff member. Your supervisor has a duty to manage the performance of your duties and should be conducting the discussions in a reasonable manner with the purpose of reinforcing that punctuality in your role is key. Your lateness will be adversely impacting the operations of the work area and formal disciplinary action will be taken should your punctuality not improve. Having regular meetings is not bullying but is a way of giving you a fair opportunity to explain your lateness. Should the supervisor determine that you have no reasonable reason for regular lateness, they have a right to initiate formal disciplinary action.

16. One of my department members arrived at work smelling of alcohol and appearing unsteady on their feet. What should I do?

As staff, we all have an obligation under the *OHS Act* to minimise harm and prevent people from hurting themselves or others, even when they don't see that themselves. As the supervisor, if you feel this employee cannot safely perform their work, you are within your rights and under OHS obligations, to inform this staff member of work performance concerns in terms of their behaviour and their ability to perform all tasks safely and direct them to temporarily refrain from duties until they recover or send them home. (If a staff member affected by alcohol or another drug is sent home to recover, normal sick leave entitlements apply.)

A one-off incident may not lead to disciplinary action, however any further incidents, should initiate a consideration of the health of the individual (and support for the employee should be offered) and the likelihood of formal disciplinary procedures.

17. I witnessed a colleague stuffing reams of paper into their bag to take home. What should I do?

You should feel comfortable in checking with the colleague that they are taking the paper for work purposes and that they have got the approval of their supervisor to do so. You may also want to point out that taking paper home for non-work purposes is theft and will lead to disciplinary action.

18. How do I know that a School Policy is the official approved and up to date version?

All approved School Policies are stored and updated on the School's intranet system.

19. I am aware that a teacher recently deleted an email without responding from a student who was requesting advice. Should I say anything to them?

This type of staff behaviour towards our students is inappropriate and not consistent with the behaviours we promote in the Code. All of us should be encouraged to strive for a responsive customer service culture not 'I am too busy, so I shall ignore it' culture. Respect is a CGGS value and it is therefore not acceptable that teachers do not respond to students without valid reason. A culture of responding to student emails should be prevalent amongst all teaching staff. You should therefore feel confident in approaching the teacher to point this out to them and refer them to the expectations within the Code.

20. I was arrested for drunken and disorderly behaviour on Saturday night. Do I have to tell my supervisor?

You are obliged to report this to the Principal, regardless if:

- The incident did not occur in the workplace as clarified in FAQ 3 above, and,
- The criminal offence, even if found guilty, could not reasonably be seen to affect your ability to meet the inherent requirements of the work you are engaged to perform.

The School must be aware of any workplace requirements including any potential negative publicity the School may receive due to your behaviour/arrest.

21. I get distracted by other managers using their phones in meetings. What should I do?

If you feel comfortable in doing so, request that they be courteous and turn their phones off; respect for others includes giving full attention in meetings. Should you not feel comfortable, you should raise this with the Chair of the meeting. Please note that staff are permitted to use their iPad or phone for the purposes of note taking.

22. Does the OHS Act apply to me or just the Principal?

Whether you are a supervisor, teacher, part-time employee, sessional, casual, contractor, volunteer or visitor – the answer is YES, the *OHS Act 2004* applies to you.

The obligations and penalties placed upon you under the OHS Act are similar to the Road Traffic Act and Road Safety Act, where individual breaches of the Act can result in penalties, court appearances and prison time. Under the OHS Act an individual can face up to 5 years prison and \$200,000 worth of fines.

In summary, you will find that whatever your occupation or status within the School, there is a section of the OHS Act that was written just for YOU! Ensure you are familiar with the Act.

23. As a supervisor, how can I ensure all staff in my area are aware of and understand the Code?

In addition to you sending regular reminders to ensure your staff are familiar with the Code by providing the link or hard copies, you may wish to devote some departmental meeting time to discussing and developing further examples of expected behaviour linked to the CGGS values appropriate to your own workplace environment.

24. Where do I send any feedback or suggestions on the Code?

We are keen to receive ongoing feedback on the Code to ensure it appropriately and meaningfully enhances the workplace environment at CGGS. Any feedback, comments or suggestions should be directed to your manager, a senior staff member or a member of the Staff Support Group.