

Staff Code of Conduct (WA)

SECTION	Child Protection
NUMBER	8o
VERSION	3a
PAGE	1 of 13
APPROVED	Board
DATE APPROVED	February 2025
NEXT REVIEW DATE	February 2026

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FOR INTERNAL USE ONLY

Executive Summary

The Anglican Schools Commission (Inc.), trading as AngliSchools (AngliSchools), are committed to providing an environment that safeguards all students, promotes practices that provide for the safety, wellbeing and welfare of our children and young people. We expect all school community members, including staff (paid and unpaid), practicum students, volunteers, visitors and contractors to share this commitment.

Key Actions

- Publish the Staff Code of Conduct (Appendix 1) on their websites.
- Develop and communicate to all staff a school Staff Code of Conduct including guidelines on how to comply (Template provided by Director of Risk and Compliance (DRC)).
- Ensure all new staff attend an induction covering the Staff Code of Conduct.
- Ensure procedures are in place for the detection and reporting of breaches of the Staff Code of Conduct.

NB: The list above is not exhaustive, and the Policy should be read in full to understand all obligations.

1. Purpose

- 1.1. AngliSchools are committed to providing an environment that safeguards all students, promotes practices that provide for the safety, wellbeing and welfare of our children and young people. We expect all school community members, including staff (paid and unpaid), practicum students, volunteers, visitors and contractors to share this commitment.

2. Scope

- 2.1. This Policy applies to all AngliSchools staff including boarding facilities, where applicable.

3. Principles

- 3.1. The Core Values of Faith, Excellence, Justice, Respect, Integrity and Diversity underpin the development of this Staff Code of Conduct (Code).
- 3.2. All staff (paid and unpaid), practicum students, volunteers, visitors and contractors will act in the best interests of the students and the welfare and safety of students will be of paramount concern. All interactions therefore should be transparent and meet the principles of the Code.
- 3.3. In all situations, and in particular regard to managing students' behaviour, the school explicitly forbids child abuse, corporal or degrading punishment.
- 3.4. Breaches of the Code must be reported to the Chief Executive Officer (CEO)/Principal (as applicable) and the consequence of inappropriate behaviour will depend on the nature of the breach.
- 3.5. By accepting employment, all staff must agree to and comply with the Code.

4. Procedures

- 4.1. AngliSchools must develop a Code for the Board, School Councils, staff, practicum students and volunteers, and boarding staff (if relevant) (**Appendix 1**).
- 4.2. The Code (**Appendix 1**) must:
 - i. be publicly available;
 - ii. state as its objective the promotion of child safety in the school environment;
 - iii. set standards about the ways in which school staff are expected to behave with children. It should set a high standard of conduct for the protection and wellbeing of children and young people;
 - iv. cover conduct in both the physical and online environments;
 - v. take into account the interests of school staff (including other professional or occupational codes of conduct that regulate particular school staff), and the needs of all children; and
 - vi. be consistent with the school's child safety strategies, policies and procedures as revised from time to time.

- 4.3. Head Office and the schools must publish the Code (**Appendix 1**) on their website.
- 4.4. Head Office and the schools must also provide guidelines on how to comply with the Code, including an explanation distinguishing between grooming and sexual abuse, and clearly delineating the boundaries between appropriate and inappropriate interactions between students and between students and adults. Information on sexual abuse and grooming is covered in the Mandatory Reporting of Child Sexual Abuse Policy and Procedures (WA).
- 4.5. Using the template Code, schools must provide guidelines on how to comply with the Code for each of the Principles. **NB:** Template available from the DRC.
- 4.6. Head Office and the schools must have procedures in place for the detection and reporting of breaches of the Code, grooming and child abuse, including at least the following requirements:
- i. Staff must understand and comply with their mandatory reporting obligations;
 - ii. Staff are required to report objectively observable behaviour which breaches or is suspected of breaching the Code, other than those subject to mandatory reporting obligations, to (as applicable):
 - **CEO** – Board member and System Office staff.
NB: If the concern involves the CEO, report the concerns to the Chair of the Board.
 - **Principal** – All School Staff.
NB: If the concern involves the Principal, report the concerns to the Chair of the School Council.
 - iii. In cases where a former student, or the parent or guardian of a former student, makes an allegation about child abuse at the school occurring before 2009, the (CPFS) is to be informed immediately;
 - iv. That victimisation of staff, students, parents and guardians for making an allegation in accordance with the school's policy, is forbidden, including where the allegation is unfounded; and
 - v. Ensure that actual breaches of the Code, where there are reasonable grounds to suspect grooming, are reported to the Director General in accordance with the Critical Incidents Policy - Western Australia.
- 4.7. All new staff, including staff who commence after the beginning of the school year, must attend an induction covering:
- i. The Code, ensuring that:
 - a copy is provided or made readily available;
 - an oral explanation is provided by a senior member of staff;
 - questions are invited and responded to; and
 - a record of the induction and date/s provided is signed by both inductor and inductee.
 - ii. Staff obligations to report objectively observable behaviours which is not permitted by the Code;

- iii. The school's policies and procedures for the prevention, detection and reporting of suspected and actual grooming and sexual abuse;
 - iv. The mandatory reporting obligations of teachers and boarding supervisors; and
 - v. All other school policies, including student safety and wellbeing.
- 4.8. The Code will be used by each school in a variety of ways, including:
- i. as part of induction training for new leadership members, staff and volunteers;
 - ii. as part of refresher training for existing leadership members, staff and volunteers;
 - iii. to inform parents/carers and other person associated with the school what behaviour they can expect from the school's leadership, staff and volunteers;
 - iv. to support and inform organisational protocols and reporting procedures should breaches of the code be suspected or identified;
 - v. a reference, to the Code, in employment advertisements and contracts to ensure compliance.

Appendix 1

STAFF CODE OF CONDUCT

(For AngliSchools Websites)

1. PURPOSE

AngliSchools are committed to providing an environment that safeguards all students, promotes practices that provide for the safety, wellbeing and welfare of our children and young people. We expect all school community members, including staff (paid and unpaid), practicum students, volunteers, visitors, and contractors to share this commitment.

2. INTRODUCTION

This Staff Code of Conduct (Code) outlines the standards of behaviour expected of all AngliSchools staff, including boarding facilities, where applicable. By accepting employment, paid or unpaid, staff must agree to and comply with this Code, by:

- conducting themselves, both personally and professionally, in a manner that upholds the ethos, values and reputation of AngliSchools;
- acting in accordance with AngliSchools policies and procedures at all times;
- acting ethically and responsibly; and
- being accountable for their actions and decisions.

AngliSchools forbid any form of child abuse, corporal or degrading punishment.

3. HOW TO COMPLY

As we have a duty of care to our students, the expectation and understanding is that all staff and students will act in the best interests of the students and that the welfare and safety of students will be of paramount concern. All interactions therefore should be transparent and comply with this Code.

This Code is intended to provide staff and community members with guidance as to the expected behaviours by the School.

4. PRINCIPLES**Principle 1 Staff expectations**

Staff must be familiar with all policies and procedures, know where to access them for checking purposes and be able and willing to comply with all policies and procedures. The policies and procedures, applicable to staff, are available via the School website/network.

NB: This will include policies which are for internal use only.

If uncertain about the scope or content of a policy with which they must comply, or any legal obligations to which they are subject, staff should seek clarification from their direct supervisor, member of the Executive or the Principal.

Principle 2 Good teaching practice

As a professional teacher it is expected that staff will provide quality teaching appropriate for their students, cater to the diversity of learners in their care and make every effort to help all students equally so they have every chance of succeeding.

Good teaching also means staff will work closely with their colleagues, and other carers of their students, and respond appropriately and promptly to any concerns they have.

Principle 3 Respect for people

Staff should understand their responsibilities to safeguard and promote the welfare of students and other staff.

We expect staff to treat each other with respect and courtesy. Our daily interaction with others reflects on the School's reputation. Therefore, staff are expected to be approachable, respectful, courteous and prompt when dealing with students, parents, other staff and members of the community.

Principle 4 Duty of care and WHS

Staff have a duty of care to students in their charge to take all reasonable steps to protect them from risks of harm that can be reasonably predicted.

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

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

Staff have a responsibility to take care of their own health and safety at work as well as that of others in the workplace. It is also their responsibility to ensure that their activities do not place their own safety at risk or that of their co-workers, students or other persons that they may come into contact with at work.

Principle 5 Maintain professional relationships between staff and students

Staff need to treat their students with courtesy and respect and provide an environment that encourages their students to do the same.

Staff are expected to always behave in ways that promote the safety, welfare and wellbeing of children and young people. They must actively seek to prevent harm to children and young people, and to support those who have been harmed.

While not all staff are required to manage and supervise students, it is important for all school staff to understand and observe the child protection policies and procedures.

The detection and prevention of grooming behaviour is paramount in complying with this Principle.

Principle 6 Appropriate use of electronic communication and social networking sites

We provide electronic communication facilities for students and staff for educational or administrative purposes. We monitor and view Data stored or transmitted using the School's facilities. The fast and permanent nature of electronic communication requires staff to be particularly vigilant with their own communications and that of their students.

Staff must ensure they exercise good judgement when using electronic communication facilities with students such as not inviting students into personal social networking sites, accepting student invitations to theirs, and not using social networking sites to email or contact students. All communications must be via the school network or SEQTA. All staff must abide by the appropriate use of technology policies.

Principle 7 Use of alcohol and other drugs

Health and Safety is of fundamental importance to the School. Maintaining a safe work environment requires everyone's continuous cooperation.

Staff are responsible for ensuring their capacity to perform their duties is not impaired by the use of alcohol, illegal drugs, or non-prescribed and/or restricted substances and that the use of such substances, including e-cigarettes and vaping does not put at risk them or any other person's health and safety at risk.

The consumption of alcohol, illegal drugs or non-prescribed and/or restricted substances including e-cigarettes and vaping, while at work is strictly forbidden.

Principle 8 Identifying and managing conflicts of interest

Personal interests can, or have the potential to, influence a person's capacity to perform their duties impartially and in turn compromise their integrity and that of the School. Staff must not act in conflict with the School's best interests.

Principle 9 Declaring gifts, benefits or bribes

Staff may be offered a gift or benefit. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. Staff are expected to exercise sound judgement when deciding whether to accept a gift or benefit and make a record of the gift or benefit in accordance with School Policy.

Accepting gifts and other benefits has the potential to compromise their position by creating a sense of obligation and undermining their impartiality. It may also affect the reputation of the School and its staff. Staff must not create the impression that any person or organisation is influencing the School or the decisions or actions of any of its staff.

Principle 10 Communication and protecting confidential information

Staff must maintain the confidentiality of School information. They must be mindful of confidentiality when in discussions with parents, staff, family members and others.

Staff cannot always give a guarantee of confidentiality especially if the matter under discussion is related to mandatory reporting, a student's safety is at risk or involves illegal activities.

Staff should be aware that there are strong legal requirements around the collection, release and protection of privacy of information.

Before asking for information or disclosing information, staff need to assure themselves that they are acting in a legal manner. If unsure they should discuss the matter with the Principal.

Principle 11 Record keeping

All staff have a responsibility:

- a. to create and securely maintain full, accurate and honest records of their activities, decisions, appropriate school-based interactions and other relevant transactions;
- b. to upload or store records in the School's record systems, as required; and
- c. to not deliberately access School information to which they are not authorised to do so.

Principle 12 Copyright and intellectual property

When creating material, staff need to ensure the intellectual property rights of others are not infringed and information is recorded about any third-party copyright/other rights included in materials.

If staff develop material that relates to their employment with the School, the copyright in that material will belong to the School. This may apply even if the material was developed in their own time or at home unless agreed otherwise by the Chief Operating Officer or the Principal as relevant. Such agreement must be recorded in writing.

Standards of Behaviour

AngliSchools are committed to being a child safe organisation and demonstrates its leadership and commitment to student safety and wellbeing through the implementation of the National Principles for Child Safe Organisations. We provide a safe environment where students' rights, needs and interests are being met and where all students are protected from all forms of harm.

Staff must:

- Act in accordance with our child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote human rights, safety and wellbeing of all children.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.

- Contribute, where appropriate, to policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with policies and procedures for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by relevant legislation and by policies and procedures on internal and external reporting.
- Report objectively observable behaviour which breaches or is suspected of breaching this Code, (other than those subject to mandatory reporting obligations) to the Principal.
- Comply with our protocols on communicating with children.
- Comply with the law and our Privacy Policy and Procedures on record keeping and information sharing.
- Call the Police on 000 if there is an immediate concern for a child's safety.

Staff are not to:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily or engage in undisclosed private meetings with a child who is not their own child.
- Arrange personal contact, including online contact, with children they are working with for a purpose unrelated to the activities (outside sports teams, family friends etc.).
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless required to do so by policies and procedures on reporting.
- Use inappropriate language in the presence of children; or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

5. BREACH OF THE STAFF CODE OF CONDUCT

5.1. What happens if they breach the Code?

Staff hold a position of trust and are accountable for their actions.

All alleged breaches of the Code will be subject to scrutiny and, if substantiated, staff may be warned, suspended or have employment terminated. If the breach is considered to be grooming, the School is obliged to report this. Refer to our Child Protection policies and procedures. Any

potentially illegal activity will be reported to the Police and appropriate actions will be taken by the School leadership (Executive).

5.2. What do I do if I see someone breach the Code?

- Act to prioritise the best interests of children;
- Take actions promptly to ensure that children are safe;
- Promptly report any concerns to:
 - **Chief Executive Officer (CEO)** – Board member and System Office staff. If the concern involves the CEO, report the concerns to the Chair of the Board.
 - **Principal** – All School Staff. If the concern involves the Principal, report the concerns to the Chair of the School Council.
- Follow our policies and procedures for receiving and responding to complaints and concerns, reports and/or allegations;
- Comply with our policies and procedures on internal and external reporting.

AngliSchools will not tolerate victimisation or other adverse consequences that are directed towards any person who makes such reports in good faith.

A breach of this Code may lead to disciplinary action or termination of employment.

6. ANNUAL REVIEW

This Code will be reviewed annually, including a review following a breach of this Code.

7. RESOURCES

TRBWA Teacher-Student Professional Boundaries: A Resource for WA Teachers.

Version Control

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