



ST ANDREW'S
CATHEDRAL SCHOOL

Staff

Code of Conduct



*A Kindergarten to Year 6 school
for First Nations children within
St Andrew's Cathedral School*

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1. Foreword by the Head of School

St Andrew's Cathedral School and Gawura ('the School') are both strong and hopeful learning communities that seek to be authentically Christian. We are inclusive, recognising the immeasurable value of each and every person - students, Staff, parents, alumni, volunteers and contractors. Each person is created in the image of God: infinitely precious, gifted for a purpose, morally responsible and careful 'stewards' of resources.

Our vision of human excellence and academic rigour come out of a belief that we are called to invest our individual gifts and talents, in order to serve the world. We want to model and teach Christian character, setting high expectations and acting with integrity, nurturing the individual strengths of each student in our care.

As schools, we have a high calling in protecting and developing students. Our Staff play a critical role in shaping the lives of the next generation: important role models in the development of those in their care. We wish to be excellent in every way - in our leadership, instruction and pastoring of students, whether they be very young, in the early teenage years, or emerging adults.

We also need to be mindful of the need to value and support each other as staff members, so that we can all do our work in a healthy, supportive culture based on trust, collaboration and accountability.

Let me therefore encourage all of us to demonstrate the highest levels of principled conduct as we each contribute our individual gifts with purpose, creating a learning community that communicates value to each person, behaving in a way that stewards the resources we have been given and taking responsibility for the wellbeing of our whole community.

Dr Julie McGonigle
Head of School

2. Introduction

Our object under our governing Ordinance is to educate students enrolled at the School from a Christian worldview and in accordance with the doctrine and principles of the Anglican Church of Australia, in force in the Diocese of Sydney (this is the ethos of the School). In order to fulfil this purpose, our Staff are required to uphold and support the ethos of the School in their words and actions, and Staff are required to actively participate in the School's Christian education program.


The purpose of this Code of Conduct ('this Code') is to outline the standards of behaviour expected of all employees ('Staff'), in order to support the School's Mission, Vision and Core Values, so that we conduct ourselves in a way that is consistent with the ethos of the School.

Our Mission calls for us to be a globally connected learning community that seeks to be authentically Christian.

Our Vision encourages us to inspire students to be passionate, creative learners who engage with the message of Christ and fully develop their gifts and abilities in order to serve the world.

Our School Values guide us as we seek to honour and follow Jesus Christ by:

- depending on the Holy Spirit for wisdom and guidance, to act in conformity to the teaching of scripture as God's Word;
- exercising Godly virtues such as grace, integrity and justice;
- emphasising the worth of each person, individually and in community; and
- striving to grow whole people (spiritually, intellectually, physically, in creative expression and in wisdom).



This Code values Staff as trusted professionals who are deeply committed to the School and its Christian Mission. It does not attempt to provide a detailed, exhaustive list of prescriptive behaviours for every aspect of an individual's role and work at the School. Instead, it sets out general expectations of the standards of behaviour required of all Staff who are expected to exercise sound judgement and live up to both the content and spirit of the Code.

This Code is read and acknowledged by all Staff at the commencement of their engagement and at regular intervals during the course of their engagement with the School.

It is the responsibility of Staff to be aware and familiar with the content of the School's policies and procedures, particularly those that apply to their specific area of work. Staff should also be familiar with the legislation under which they are employed (including the Work Health and Safety Act 2011 (NSW), the Sex Discrimination Act 1984 (Cth) and child protection legislation) as this may specify requirements with which they need to comply.

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the School. The School reserves the right at its sole discretion to vary or cancel this Code at any time. Nothing in this Code limits the circumstances in respect of which the School may take disciplinary action against a member of Staff.

3. Our expectations of Staff


As individuals, and as a School, we reveal what we believe, and what we stand for, in the way we speak and behave. This Code reminds us that we uphold and support the ethos of the School by what we say and how we act. It reminds us that our words and actions, both individually and collectively, should be congruent, modelling Christian character to our colleagues and to the students in our care.

3.1. Responsibility for self/individual responsibility

- 3.1.1. We perform our duties at a high standard as professionals in a competent and conscientious manner, recognising that we are accountable for our performance.
- 3.1.2. We support and act consistently with the Vision, Mission, Core Values and Christian ethos of the School, including participating in the Christian education program at the School.
- 3.1.3. We actively seek the highest levels of attendance and punctuality recognising that they are key aspects of role performance and community effectiveness.
- 3.1.4. We demonstrate a desire to learn, embracing the professional development opportunities the School provides, and have an up-to-date knowledge our roles and related legislation, policies and procedures.
- 3.1.5. We follow lawful directions underpinned by our role descriptions, workplace policies and practices, employment contracts and applicable industrial instruments.
- 3.1.6. Staff and line managers utilise reporting systems when a breach of this Code may have occurred.

3.2. Building community/collective responsibility

- 3.2.1. All Staff and School leaders are dedicated to keeping students safe and to improving learning and wellbeing, focusing on excellence in teaching practice, student care and high standards of student behaviour. We make sure that our decision making and use of resources reflect those priorities.
- 3.2.2. We build relationships based on honesty, transparency, mutual respect and teamwork recognising the unique gifts of others, and listening with an open mind, building a thriving, School-wide culture based on trust, collaboration, and accountability.



3.2.3. While we are willing to challenge poor behaviour, we take honest ownership of our own brokenness, engaging in debate with gentleness and respect. We resolve complaints and grievances according to appropriate School procedures.

3.2.4. Staff proactively anticipate and follow reasonable instructions given by their line managers or their delegate.

3.3. Stewards of the School's reputation and resources

3.3.1. We are mindful that we represent the School, striving to ensure that our words and actions are consistent with the ethos of the School so that our conduct strengthens, rather than damages, the reputation of the School, during and outside of working hours.

3.3.2. We allocate priorities and use resources wisely, holding ourselves and others to account.

3.3.3. Aware of the challenges of a digital age, including the risk that sensitive information can be quickly and widely distributed, we are careful in our use of technology, engaging with social media in a responsible fashion, conscious of fostering our own positive reputation and that of the School.

3.3.4. We refrain from any public criticism of the School, our colleagues or members of the School community, either in the presence of Staff, students, parents, or in the media.

4. Who this Code applies to

4.1 This Code applies to all people working at the School. This includes permanent, temporary and casual employees ('Staff').

4.2 Conduct that is not consistent with the conduct set out in this Code may result in the engagement of any Staff being terminated.

4.3 Staff engaging or managing external contractors, volunteers or casual employees must make them aware of the School's expectations of conduct during the period of their engagement (refer to the Volunteer/Contractor Code of Conduct).

5. Required reporting


5.1. This Code of Conduct draws on legislation, regulations, policies and procedures. Staff are therefore required to report certain information to the School to keep the School community safe.

5.2. All Staff are required to inform the Head of School if they are charged with or convicted of a serious offence (those potentially punishable by imprisonment of 12 months or more). In addition, you must also inform the Head of School if you become the subject of an Apprehended Violence Order.

5.3. If, through your employment with the School, you become aware of a serious offence committed by another person at or involving the School, you are required to report it to the Head of School, who may be required to inform the relevant government authority such as police.

5.4. Under the School's **Child Protection Policy**, all Staff are mandatory reporters and have mandatory reporting obligations under the Children and Young Persons (Care and Protection) Act 1998 (NSW) where they have reasonable grounds to suspect a child under the age of 16 years is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child.

5.5. In addition, Staff are also required to follow these obligations if they suspect a young person aged 16 or 17 is at risk of significant harm and have current concerns about their safety, welfare and wellbeing.

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- 5.6. Staff must report to the Head of School:
- any concerns that you may have about the safety, welfare and wellbeing of a child or young person;
 - any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
 - any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any 'reportable allegation' that has been made to you;
 - if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct';
 - if you become the subject of reportable allegations whether or not they relate to your employment in the School; and
 - if you become subject to an interim bar or a bar by the Office of the Children's Guardian, or if you become a disqualified person from working or volunteering with children.
- 5.7. You should refer to the School's **Child Protection Policy** for further information about these obligations.
- 5.8. Where an employee makes a report in good faith and on reasonable grounds to the Head of School under this provision of this Code (a reporter), that employee will not be subject to any disciplinary action for making the report despite any applicable duty of secrecy or confidentiality or any other restriction on disclosure.
- 5.9. Staff must not take any detrimental action against a reporter that is substantially in reprisal for the reporter making the report. Detrimental action means action causing, comprising or involving any of the following:
- injury, damage or loss;
 - intimidation or harassment;
 - discrimination, disadvantage or adverse treatment in relation to employment;
 - dismissal from, or prejudice in, employment; or
 - disciplinary proceeding.

6. Responsibility for self


We employ Staff who are deeply committed to the School and its Christian mission. We therefore take responsibility for our words and actions, mindful of their impact on others. We act with integrity and honesty, performing our duties in a professional, competent and conscientious manner.

6.1. Identifying and managing conflicts of interest

- 6.1.1 Value-based decision-making involves evaluating and choosing alternatives consistent with the School's ethos.
- 6.1.2 A conflict of interest exists where your private interests conflict with, or may be perceived to conflict with, your capacity to perform your duties, potentially compromising your integrity and that of the School.
- 6.1.3 When working for the School, you must not act in conflict with the School's best interests. A conflict of interest can involve:
- pecuniary interests i.e. financial gain or loss or other material benefits; or
 - non-pecuniary interests i.e. favours, personal relationships and associations.

It may not only be about your own interests. It may include:

- the interests of members of your immediate family or relatives (where these interests are known);
- the interests of your own business partners or associates, or those of your workplace; or
- the interests of your friends.

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- 6.1.4 When faced with a situation in which a conflict of interest may be present, you must report any potential or real conflict to your line manager and the Head of School to determine an appropriate course of action. The Head of School must report any potential or real conflicts to the Chair of the School Council and advise the Deputy Heads and Executive Director School Services.
 - 6.1.5 You must also report situations where a superior or colleague who has an identified conflict is, or may be perceived to be, unduly influencing your decisions.
 - 6.1.6 Staff are required to disclose to the Head of School any other employment or business interests they have. The School may require Staff to cease other employment or business interests that could potentially conflict with their School employment.
 - 6.1.7 Staff collecting or handling School funds, including money for students, must do so with care and in accordance with School policy.
 - 6.1.8 School time/resources must not be used for anything other than School business unless prior written permission by the Head of School or is obtained. If the time and resource is low, for example, personal printing or photocopying, permission from your line manager is satisfactory.
 - 6.1.9 At the time of appointment, Staff are required to disclose to the Head of School any existing romantic, sexual, close personal or family relationships with other staff members, so that actual or perceived conflicts of interest can be managed. Some relationships may give rise to a conflict of interest that cannot be managed (eg where there is a power imbalance in the relationship) and therefore the appointment would not be appropriate.
 - 6.1.10 Entering into a sexual or romantic relationship or the development of a close personal relationship (particularly if it involves a power imbalance in the work relationship) with another Staff member or a parent may be a conflict of interest and should be raised with the Head of School at the beginning of the relationship so that appropriate measures can be implemented to manage the conflict. The School reserves the right to forbid personal relationships or to terminate employment if the conflict cannot be managed in a way that protects the interests of staff, student/s and the School.
 - 6.1.11 Staff members being in the same reporting line as a staff member with whom they have a sexual, romantic, family or close personal relationship should be avoided.
 - 6.1.12 Staff in sexual, romantic, family or close personal relationships should always behave professionally with each other at all times in the workplace. Public displays of affection and time spent together in each other's work areas are to be avoided.

6.2. Declaring gifts, benefits and bribes

- 6.2.1. Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and potentially undermining your impartiality. It may also affect the reputation of the School and the people who work at the School. You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.
- 6.2.2. If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Head of School, or the Chair of School Council for the Head of School.
- 6.2.3. If in the course of working for the School, you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value (\$250) must not become personal property. You must either politely refuse it or advise the contributor that you will accept it on behalf of the School.
- 6.2.4. When such a gift is accepted, you must advise your line manager or the Head of School /Chair who will determine how it is to be treated and make a record of its receipt. Depending on the nature and value of the gift,

it may be appropriate to record the gift in the School's asset register as a donation or other such record established for that purpose.

- 6.2.5. If someone outside the School awards you, in the course of your work for the School, a benefit or prize of significant monetary value (e.g. a computer, a weekend away), the benefit or prize is normally the property of the School. If this happens, you must advise your line manager or the Head of School/Chair who will determine how the benefit or prize is to be treated and recorded.

6.3. Use of alcohol, drugs, tobacco and e-cigarettes

6.3.1. Schools are professional settings where everyone present should be safe, productive and healthy. Schools also play an important role in helping to prevent drug use problems amongst young people. Therefore, the use of drugs (illicit or recreational), tobacco and e-cigarettes in the School is not acceptable, and the use of alcohol is only acceptable under the circumstances as outlined in section **6.5 – Use of alcohol**.

6.3.2. Staff must:

- not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- not consume illegal drugs or non-prescribed and/or restricted substances while at work;
- notify your line manager if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug; and
- take action to resolve any alcohol or other drug-related problems that you have; and consult with your line manager or Head of School if you are concerned about working with other Staff who may be affected by drugs or alcohol.

6.4. Use of drugs

6.4.1 Staff must not:

- have illegal drugs in your possession while at work. Any illegal drugs found on School property or in the possession of any person on School property may result in disciplinary action including the termination of employment or engagement and referral to the Police;
- give students or other persons illegal drugs or restricted substances, or encourage or condone their use; or
- supply or administer prescription or non-prescription drugs to students unless authorised to do so by the School's Health Centre.

6.5. Use of alcohol

6.5.1. Unless expressly permitted to do so, Staff must not take alcohol to School or consume it during School hours or on School premises.

6.5.2. Staff may consume alcohol at a School function (including at any time students are present) only if expressly permitted to do so by the Head of School or their delegate, e.g. the Director of Community Engagement. A School function is any occasion organised by the School and/or in the School's name (whether on or outside School premises), including end of term drinks, dances, farewells, excursions, tours, sporting fixtures and fund-raising events. The service of alcohol is described in the School's **Alcohol Service on School Premises Policy**.

6.5.3. Staff must not:

- purchase alcohol for, or give alcohol to, any student (or to any other person under the age of 18 years); and
- encourage or condone the use of alcohol by students of any age.

6.6. Use of tobacco and e-cigarettes

6.6.1. Staff must not use e-cigarettes, smoke or permit the use of e-cigarettes or smoking on any School premises, including all buildings, gardens, sports fields, cars and car parks used by the School.

- 6.6.2. Staff must not purchase e-cigarettes, tobacco or tobacco products for any student, or give them e-cigarettes, tobacco or tobacco products.

6.7. Punctuality

- 6.7.1. Being punctual demonstrates wise stewardship of your time as well as respect for the time and commitments of others. You should also be mindful that punctual attendance supports the need to supervise young people in your care in order to keep them safe (see section 7.3 – Supervision of Students).
- 6.7.2. Staff must:
 - be punctual in attending work, classrooms, starting lessons, meetings and other diary commitments including whole Staff briefings; and
 - demonstrate good time management with careful advance planning, maximising efficiencies for Staff and students.

6.8. Attendance

- 6.8.1 It is expected that all Staff will seek the highest levels of attendance at work recognising the importance of attendance in the performance of your duties and the impact on others of your lack of attendance. Respecting the needs of others, you will inform the School in accordance with the various requirements and procedures of each area of the School if you are unable to attend work. You will notify the relevant people if you need to leave work for any reason during the school day, other than during your allocated breaks, or if relevant, any allocated release, wellbeing or pastoral periods.

6.9. Dress code

- 6.9.1. Appropriate dress and personal appearance are not only a demonstration of self-respect but are important elements of professional presentation, modelling high standards for the students in your care.
- 6.9.2. Staff must comply with the School's Staff Dress Code, reflecting the School's high standard of care and professionalism to the School community, which includes (but is not limited to):
 - wearing (in a way that is clearly visible) a Staff lanyard, badge or Staff uniform at all times;
 - wearing professional, modest attire including a tie for men, unless impractical due to practical activities where it poses a work health and safety hazard, in which case the School's sports uniform or other context-appropriate attire should be worn; with no visible tattoos.
 - wearing high visibility vests when supervising groups of students in city locations.

7. Respect for others

We are an authentically Christian School that seeks to treat each person with respect and courtesy, building a thriving, School-wide culture of enduring relationships based on trust, collaboration and accountability. We are approachable and courteous in dealing with other people, including Staff, students, parents, and members of the community. We are particularly concerned with keeping our Staff and students safe.

7.1. Duty of care

- 7.1.1. In accordance with the School's **Work Health and Safety Policy** Staff have a duty to students in your care to take all reasonable steps to protect them from risks of harm that can be reasonably predicted. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the students' maturity and ability.
- 7.1.2. The duty encompasses a wide range of matters, including (but not limited to):

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

7.1.3. You have a duty of care to students in your charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.

7.1.4. The duty of care to students applies during all activities and functions conducted or arranged by the School. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

7.1.5. You should ensure that you are aware of the School's policies and procedures relating to ***Student Duty of Care, excursions, inter school sport, tours and exchange programs***.

7.2. Work Health and Safety

7.2.1. The School acknowledges that the provision of a safe working and learning environment for everyone is an integral and essential part of the responsibilities of the School. Staff also have a responsibility under work health and safety legislation to take care of their own health and safety at work. It is also their responsibility to ensure that their activities do not place at risk the health and safety of co-workers, students or other persons that they come into contact with at work.

7.2.2. Considerations of safety relate to both physical and psychological wellbeing of individuals.

7.2.3. Detailed information on further responsibilities is included in the School's ***Work Health and Safety Policy***.

7.3. Supervision of students

7.3.1. When supervising students, Staff should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury. However, this does not mean that students cannot be exposed to any risk. Exposure to carefully managed risk is an integral part of a student's education. The social utility of particular activities (for example, sport and outdoor education) is a factor to be considered when managing risk.

7.3.2. Staff should be familiar with and comply with the School's evacuation procedures.

7.3.3. Students should not be left unsupervised either within or outside of class. Staff must be punctual to class and allocated supervision and are expected to maintain the discipline of students at the change of period.

7.3.4. Staff should remain with students at after-school activities until all students have been collected. In the event that a student is not collected on time, you should remain with the student until collected, or seek advice from your line manager.

7.3.5. Playground supervision is an integral part of the responsibility of Staff. It must take precedence over other activities. You should not be late. You should actively supervise your designated area, being vigilant - including not using a mobile phone, and constantly moving around.

7.3.6. Staff should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the Head of Division or relevant Deputy. Additional detail about student bullying is set out in the ***Bullying Prevention and Intervention Policy (Students)***.

7.3.7. Ill or injured students should, in the first instance, be attended to by the supervising Staff member. Should additional assistance be required, you should contact the Health Centre Staff or call for an ambulance if necessary.

7.3.8. You should ensure that you understand and comply with the School's policy in regard to the storage and administration of prescribed medication to students (see ***Medication Administration Policy***).

7.4. Professional relationships between Staff and students

- 7.4.1. Staff are expected to always behave in ways that promote the safety, welfare and wellbeing of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed.
- 7.4.2. While not all Staff are required to manage and supervise students, it is important for all Staff to understand and observe the School's **Child Protection Policy**.

7.5. Child Protection – supervision of students


- 7.5.1. You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student, you should ensure that this is in an open space in view of others. Where this is not possible or practical, it should be discussed with your line manager and/or the Head of School.
- 7.5.2. You should never drive a student in your car without specific permission from your line manager and/or the Head of School. In the event of an emergency, you may do so to fulfil your duty of care to the student but then promptly report the matter to your line manager.
- 7.5.3. If you need to conduct a private conversation with a student, you should consider the time and venue carefully to avoid placing yourself in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the student and the door.
- 7.5.4. When confiscating personal items, such as mobile phones or hats, you should ask students to hand them to you. You should only take items directly from students in circumstances where concern exists for the safety of the student or others and your own safety is not jeopardised by this action.

7.6. Physical contact with students

- 7.6.1. You must not impose physical punishment on a student in the course of your professional duties.
- 7.6.2. When physical contact with a student is a necessary part of the teaching/learning experience, you must exercise caution to ensure that the contact is appropriate and acceptable. For example, before touching a student in the course of demonstrating to the student how to do something, you should ask the student's consent. Alternatively, you could consider asking for a volunteer with whom you could demonstrate the particular activity.
- 7.6.3. You must take particular care if you are required to attend to the toileting needs of young children. It is preferable to have the door open and have two staff in attendance. If there is an ongoing need for a student to require assistance with toileting, you should discuss this with your line manager who would normally raise the matter with the student's parents. For students with a disability, the management of toileting needs should be included in the student's individual management plan.
- 7.6.4. When a change room is being supervised, Staff should position themselves at the door and only enter where absolutely necessary and when accompanied by another member of Staff.
- 7.6.5. When congratulating a student, a handshake or a pat on the shoulder are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable.
- 7.6.6. Assessing a student who is injured or ill may necessitate touching the student. You should advise the student of what you intend doing and, where possible, seek the student's consent.
- 7.6.7. In fulfilling your duty of care, there may be occasions where you need to use reasonable force to restrain a student from harming him or herself or others. Any such strategy must be in keeping with the School's behaviour management practices or individual student management plans. You must report and document any such incidents.

7.7. Relationships with students

- 7.7.1. While not all Staff are required to manage and supervise students, it is important for all Staff to understand and observe the School's **Staff and Student Professional Boundaries Policy**.
- 7.7.2. You must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. You are reminded of:
- the law prohibiting sexual relations with a person under the age of consent (16 years); and
 - the law prohibiting sexual relations between a teacher and a student under the age of 18 years.
- 7.7.3. Staff are not permitted to develop or encourage romantic or sexual relationships with recent (within the last 3 years) former students (over 18 years of age) as this violates professional boundaries. Exceptions are only permitted following approval from the Head of School.
- 7.7.4. The imbalance of power and authority that exists in the staff/student relationship does not suddenly disappear after the student finishes their schooling. Staff should not assume that they will be protected from disciplinary action by claiming that a relationship began only after the student left the School as there may be a reasonable belief that the emotional intimacy of the relationship developed while the staff/student relationship existed. Any such relationship must be reported to your line manager and the Head of School.
- 7.7.5. You must not develop an overly familiar relationship with any student that demonstrates, or that could be interpreted as demonstrating, a personal rather than a professional interest in a student. An overly familiar relationship with any student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support, raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment and is a breach of this Code. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and may carry a serious reputational risk for the School.
- 7.7.6. If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you must report your concerns to your line manager and/or the Head of School as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
- 7.7.7. At all times when speaking with students, you must take care to use appropriate language. You must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
- 7.7.8. You may, as part of your pastoral care role, engage in discussion with students. This is entirely appropriate. However, you must refrain from making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself.
- 7.7.9. You must not:
- invite students to your home;
 - visit students at their home; or
 - attend parties or socialise with students,
- unless you have the permission of the Head of School and of their parents or care giver.
- 7.7.10. You must not tutor or coach students without the written permission of the Head of School.
- 7.7.11. You must not invite students to join your personal electronic social networking site/s or accept students' invitations to join their social networking site/s. Where you have an existing social media connection with a student when you accept a role at the School, the connection should cease - unless the student is a family member (see section **8.1 – Appropriate use of technology**).

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- 7.7.12. You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student (see section **6.2 – Declaring gifts, benefits and bribes**).
- 7.7.13. Wherever practical, you should avoid being involved in educational decisions involving family members or close friends e.g. leadership positions or significant awards. Where it is not practical to avoid such situations completely, those decisions should be endorsed by a line manager.
- 7.7.14. When dealing with your family members, you must:
- maintain absolute confidentiality in relation to all School matters and personnel;
 - ensure that Staff computers and networks are not used/accessed by your children or others either at home or at the School.
- 7.7.15. Staff with children at the School should be aware of the risks of their children being in shared Staff areas and teaching staff rooms, and overhearing confidential conversations, viewing School related information or disrupting the work of other Staff. Where possible children being in these areas should be avoided. Where it is necessary for short periods of time eg before drop off or after pick up, staff should work with their line manager in conjunction with the relevant Deputy to develop a practical management plan to avoid compromising professional business.
- 7.7.16. You should be aware of, and sensitive to, children with disability, culturally diverse or Indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.

7.8. Child protection

- 7.8.1. We passionately believe that every child in our care matters. Staff play an instrumental role in the lives of young people and whilst enjoying the relational nature of teaching are dedicated to the mental, physical, emotional and spiritual wellbeing of the students in our care.
- 7.8.2. All Staff must be aware of and comply with the School's **Child Protection Policy**.
- 7.8.3. As set out in section **5 - Required reporting**, Staff must report any concerns you may have about any person engaging in 'reportable conduct', or any 'reportable allegation' that has been made to you, to the Head of School. This includes self-disclosure if the allegation involves you.
- 7.8.4. Broadly, 'reportable conduct' means:
- a sexual offence;
 - sexual misconduct;
 - an assault against a child;
 - ill-treatment of a child;
 - neglect of a child;
 - an offence under section 43B (failure to protect) or section 316A (failure to report) of the Crimes Act (NSW) 1900; and
 - behaviour that causes significant emotional or psychological harm to a child
- whether or not the child consents.
- 7.8.5. Reportable conduct does not extend to:
- conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards; or
 - the use of physical force that, in all the circumstances, is trivial or negligible and the circumstances in which it was used have been investigated and the result of the investigation has been recorded in accordance with appropriate procedures; or
 - conduct of a class or kind exempted from being reportable conduct by the Children's Guardian Act (NSW) 2019 under section 30.

7.8.6. For further information about 'reportable conduct' see the School's **Child Protection Policy**.

7.8.7. The requirements outlined in this section in relation to supervision, physical contact and relationships with students set professional boundaries in relation to your behaviour. They make clear what behaviour is unacceptable and could amount to reportable conduct.

7.9. Working with Children Check

7.9.1. The Working With Children Check is a prerequisite for paid and unpaid child-related work. Under Part 2, section 6 of the Child Protection (Working With Children) Act 2012, child-related work is defined as work in a specific child-related role or face-to-face contact with children in a child-related sector.

7.9.2. Staff must have a Working With Children Check clearance which will be valid for a period of five years and are responsible for renewing their Working With Children Check every five years.

7.10. Professional boundaries – staff relationships

7.10.1. Just as there are professional boundaries between Staff and students, Staff are also required to conduct themselves professionally with other Staff members, always treating them with professional respect and courtesy in both language and behaviour. Always remember that some people may not feel comfortable telling you that your language or behaviour is offending them and is not welcome. This may be because they are concerned about their employment or workplace relationships if they complain.

7.10.2. Whilst it is not uncommon for Staff to develop personal relationships with their colleagues, Staff should take great care before pursuing a personal relationship with a work colleague noting the potential for conflicts of interest. It should be noted that all personal relationships that develop between colleagues at work fall under the provisions of this Code of Conduct, and the guidelines outlined in the conflicts of interest section (see section **6.1.9 – 6.1.12 Identifying and Managing Conflicts of Interest**) must be followed.

7.10.3. It is not appropriate to pursue a romantic relationship or a close personal relationship with a colleague during School time (including at social events organised by the School) or by using workplace communication tools/platforms. Colleagues are also not permitted to contact each other on their personal devices unless contact details have been mutually provided.

7.10.4. Any romantic or close personal relationship that arises between Staff should be raised with the Head of School at the beginning of the relationship.

7.10.5. Staff should also be aware that they are not permitted to develop or encourage romantic or sexual relationships with recent (within the last 3 years) former students (over 18 years of age) as this violates professional boundaries. Exceptions are only permitted following approval from the Head of School.

7.10.6. Staff must raise the issue with their line manager at the earliest opportunity if they do not feel comfortable with any personal advances of another staff member.

7.11. Bullying, harassment and discrimination

7.11.1. You should be aware of the need to treat Staff, volunteers, contractors, students and parents with respect. Whilst our own brokenness should be acknowledged, rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation toward other Staff students and parents is not acceptable.

7.11.2. Given the potential for the wide dissemination of information in the digital age, it is particularly important, given the growth of new technologies such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites, not to engage in this type of behaviour in any virtual or physical interaction.

7.11.3. Staff must not discriminate against or harass for any unlawful reason, or bully for any reason, any Staff, volunteer, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons are

set out in the School's **Discrimination, Harassment and Bullying Policy**. Unlawful harassment or discrimination may constitute a breach of the Anti-Discrimination Act (NSW) 1977 or federal anti-discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.

- 7.11.4. The School's **Bullying Prevention and Intervention Policy (Students), Harassment (Student against Student), Disability Discrimination and Assault (Student against Student) Policies** should be referenced where bullying, harassment or discrimination is experienced by a student.
- 7.11.5. You should ensure that you are aware of the School's **Discrimination, Harassment and Bullying Policy**. If you believe you are being bullied, unlawfully harassed or discriminated against:
- where you feel comfortable ask the person to stop or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with your line manager or the Director of People and Culture in the first instance to seek guidance on how to do this; and/or
 - raise the issue as a grievance in accordance with the School's **Discrimination, Harassment and Bullying Policy** as soon as possible after the incident has occurred.
- 7.11.6. The School takes reports of bullying, unlawful harassment or discrimination seriously and will consider action it considers appropriate if such conduct is found to have occurred, including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.
- 7.11.7. If you lie about or exaggerate a complaint, the School will view this as a very serious matter and will be dealt with through the School's relevant procedures.

8. Stewards of the School's reputation and resources

We behave in a way that demonstrates ownership of the whole organisation. We are particularly mindful that in our use of technology our individual and collective footprint emerges as the public face of the School and its reputation. We ensure that our personal use of technology does not negatively impact on our ability to meet our professional responsibilities and/or the reputation of the School as a whole.

8.1. Appropriate use of technology

- 8.1.1. Staff must comply with the School's Social Media and Email Guidelines. This includes:
- exercising good judgment when using electronic mail, following the principles of ethical behaviour;
 - using appropriate and professional language in electronic mail messages;
 - being aware that, if an issue addressed in an email becomes the subject of a legal dispute, that email would be discoverable: that is, the court and all parties to the dispute would be entitled to see it;
 - not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
 - not inviting students into your personal social networking site or accept an invitation to theirs;
 - not using personal social networking sites to contact students;
 - remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.
- 8.1.2. Staff must never use the School's networks to view, upload, download or circulate any of the following materials:
- sexually related or pornographic messages or material;
 - violent or hate-related messages or material;
 - racist or other offensive messages aimed at a particular group or individual;
 - malicious, libellous or slanderous messages or material; or
 - subversive or other messages or material related to illegal activities.



8.2. Employment

- 8.2.1. Recruitment of employees is carried out in accordance with relevant legislation, industrial instruments, policies and procedures.
- 8.2.2. Recruitment and employee selection processes must meet the principles and standards of merit selection. It must be ethical and fair.
- 8.2.3. Staff on a selection panel have a responsibility to declare to the relevant Deputy and the Head of School any prior or existing personal or business relationship with, or interest in, an applicant for a permanent, temporary or casual role.
- 8.2.4. Prior knowledge of an applicant does not necessarily amount to a conflict of interest or exclude participation in the selection process. Declaration of a potential conflict, however, enables the panel to resolve or manage any conflicts of interest that might unduly influence panel deliberations.
- 8.2.5. For further information on the School's employment practices please refer to the School's **Employment Policy** and Procedures.

8.3. Communication


- 8.3.1. The media must not be given access to students or allowed entry to the School without the express permission of the Head of School. Staff must not make any comments to the media about the School, including about students or parents, without the express permission of the Head of School.
- 8.3.2. Staff must not discuss information about another Staff member, including their work performance, unless authorised by the Head of School (for example, in the context of a grievance resolution).
- 8.3.3. Staff should always exercise caution and sound judgment in discussing personal information about students, parents, Staff and others within the School community. Normally, information discussed should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the School's work because of their role or expertise.
- 8.3.4. Staff should be mindful of confidentiality when in discussions with parents. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.

8.4. Confidential information

- 8.4.1. Staff must only use confidential information for the purpose of performing your School duties and for the work-related purpose for which it was intended.
- 8.4.2. Staff must be mindful of confidentiality when communicating with parents.
- 8.4.3. Staff must not provide a guarantee of confidentiality, especially if the matter requires mandatory reporting.
- 8.4.4. Unless authorised to do so by legislation, Staff must not disclose confidential information without the express permission of the Head of School.
- 8.4.5. Staff must ensure that confidential information, in any form, cannot be accessed by unauthorised people.

8.5. Privacy

- 8.5.1. Staff must be aware of the School's **Privacy Policy**.
- 8.5.2. Staff must be mindful of privacy when collecting and storing information or communicating with others (including parents).
- 8.5.3. Personal or sensitive information should only be provided to people either within or outside the School who are authorised to receive it.

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- 8.5.4. Staff must not disclose personal information (including sensitive information):
- about other Staff to students or parents or discuss their work performance;
 - about a student to anyone other than the parents of the student where the student is insufficiently mature to be able to consent; and
 - without the consent of the person whose personal information is involved or where consent is not given, the law allows such disclosure and the Head of School has authorised it.
- 8.5.4. All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the School community, or the public.
- 8.5.5. Staff must immediately notify the Privacy Officer at privacy@sacs.nsw.edu.au of any breach under this section, including suspected or actual unauthorised use, copying or disclosure of personal, sensitive or confidential information.

8.6. Record keeping

- 8.6.1. All Staff have a responsibility to create and maintain full, accurate and honest records of their activities, decisions and other business transactions; and capture or store records in the School's record systems.
- 8.6.2. Staff must not destroy or remove records without appropriate authority.
- 8.6.3. Line managers must ensure that Staff reporting to them comply with their record management obligations.
- 8.6.4. Staff responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner consistent with the requirements of the School.
- 8.6.5. Staff must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

8.7. Copyright and intellectual property

- 8.7.1. When creating material, Staff must ensure the intellectual property rights of others are not infringed and information is recorded about any third-party copyright and/or other rights included in materials.
- 8.7.2. Staff must obtain advice from the Head of School before sharing or licensing the School's intellectual property.
- 8.7.3. The School cannot give away or assign its intellectual property without the approval of the Head of School.
- 8.7.4. If Staff develop material that relates to your employment with the School, the copyright in that material belongs to the School. This may apply even where the material was developed in your own time or at home.
- 8.7.5. Staff must not use the School's intellectual property (including copyright) for private purposes without first obtaining written permission from the Head of School.

8.8. Personal references

- 8.8.1. If you are approached by a former or current member of Staff or former student to provide a personal reference, you may agree to do so.
- 8.8.2. Subject to the next paragraph, Staff must not give a reference on the School's letterhead or convey in any way that what you say is the opinion of the School.
- 8.8.3. If you wish to utilise School letterhead or to make any reference to the School, you must provide a draft for written approval to the respective Deputy Head of School in case of teaching Staff, or to the Executive Director School Services in the case of support and operational Staff.

8.9. Breaching this Code

- 8.9.1. The School will determine the most appropriate method of dealing with any breach of this Code, ensuring the principles of procedural fairness.
- 8.9.2. The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.
- 8.9.3. Actions that may be taken by the School in respect of a breach due to inappropriate behaviour include management or remedial action, training and disciplinary action ranging from a warning to termination of employment (following the School's Disciplinary Procedure and Capability Procedure where relevant). The School will reserve the right to determine in its entirety the response to any breach of this Code.
- 8.9.4. Factors the School may consider when deciding what action to take include:
- the seriousness of the breach;
 - the likelihood of the breach occurring again;
 - whether the person has committed the breach more than once;
 - the risk the breach poses to Staff, volunteers, contractors, students or any others; and
 - whether the breach would be serious enough to warrant formal disciplinary action.
- 8.9.5. Staff should report possible breaches to their line manager, the relevant Deputy or the Head of School. If the possible breach is by their line manager, then it should be reported to the relevant Deputy or the Head of School. If the possible breach is by the Deputy or Head of School, then it should be reported to the Chair of the School Council.

9. Document control

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Confidentiality	Internal
Document Status	Approved
Version Number	5
Author	Head of School
Owner	Head of School
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10. Approval

Approver	Date of Approval
Governance Committee	7 March 2024
School Council	21 March 2024



Dear Staff Member or Associate

**ACKNOWLEDGEMENT OF CONFIDENTIALITY STATEMENT,
CODE OF CONDUCT AND CHILD SAFE POLICY**

The SACS Confidentiality Statement

During your time at St Andrew's Cathedral School (SACS) you may be privy to certain pieces of information that are sensitive and/or confidential.

We would emphasise that any information that you receive, be that in written form, via electronic media or verbally, is to be treated in the strictest confidence.

It is imperative that you acknowledge and agree to points one and two in relation to SACS Confidentiality Statement

1. Be aware of and adhere to the School's Privacy Policy and ensure a right of privacy to staff and students
2. Maintain the highest level of confidentiality towards information to which you are privy

The SACS Code of Conduct and Child Safe Policy

It is a requirement that you comply with the terms of the St Andrew's Cathedral School Code of Conduct and Child Safe Policy as provided to you.

Please print your full name and sign below in acknowledgement of the policies.

I, certify that I have read, understood, and agree to

- The SACS Code of Conduct and Child Safe Policy
- The SACS Confidentiality Statement

Signature:

Date: