

# Staff & Volunteers Code of Conduct Policy & Procedure

<b>Policy Code</b> <i>POL_TAS_ADM_Staff &amp; Volunteers Code of Conduct Policy &amp; Procedure</i>	<b>Authorisation Date</b> <i>August 2022</i>	<b>Next Review Date</b> <i>August 2024</i>
<b>Enquiries Contact</b> <i>principal.tas@au.oneschoolglobal.com</i>	<b>Approval Authority</b> <i>Board of OneSchool Global TAS Ltd</i>	<b>Policy Author</b> <i>Manager of Operations</i>
<b>Associated Documents</b> <i>Student Code of Conduct, Parent Code of Conduct, Child Safe Policy &amp; Procedure, Mandatory Reporting Policy</i>		

## PURPOSE

The purpose of this document is to provide staff members and volunteers of OneSchool Global TAS (OSG TAS) with a set of ethical principles guiding the standards of conduct that they are expected to uphold in their interactions with students, each other and the wider community.

## SCOPE

This Code of Conduct is for all employees and volunteers of OneSchool Global TAS.

Employees and volunteers formally undertake to support the Ethos of the school and agree to this Code of Conduct as a requirement of their signed employment/volunteer agreement and are expected to demonstrate their support for the Ethos and Code of Conduct at all times.

## POLICY STATEMENT

This policy outlines the broad objective (rationale) of the document.

## CHILD SAFE STATEMENT

OneSchool Global Tasmania is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard to the safety of any student of OneSchool Global Tasmania.

## ROLES & RESPONSIBILITIES

### A. Board of Directors

It is the role of the OneSchool Global TAS Ltd Board to provide appropriate dissemination of the Code of Conduct as well as the timely in-servicing of all employees and volunteers.

### B. District Principal

The District Principal in conjunction with the Chairman of the Board is delegated with the responsibility of ensuring adherence to the Code of Conduct by all employees and volunteers.

### C. Employees

All employees and volunteers are required to uphold the Code of Conduct and agree to doing so when signing their Employment/Volunteer Agreement.

All employees and volunteers are responsible for reporting to the District Principal or Chief Operating Officer (COO) any identified breaches of the Code of Conduct.

## CODE OF CONDUCT

The following sets out in practical terms the active implications of employees undertaking to support the Brethren ethos of the school, and should be read in conjunction with other OneSchool Global TAS Policies and Procedures.

### A. Lawful and Reasonable Directions

- Employees and volunteers must comply promptly, conscientiously and effectively with all lawful and reasonable decisions and directions given by a person having authority to give such directions.
- Employees and volunteers must not knowingly or deliberately impede compliance with, or implementation of, a lawful and reasonable decision or direction.
- When making decisions or giving directions, employees and volunteers must act within their legal and organisational responsibilities and delegations. Employees and volunteers must make what they believe to be competent decisions and give fair and reasonable guidance and directions

### B. Professionalism and Ethical Conduct

- In the course of their employment/contract, employees and volunteers must act in a professional and respectful way that enhances their professional reputation and the reputation of OneSchool Global TAS. Employees and volunteers should be aware that personal conduct and lifestyle outside of normal working hours can reflect either positively or adversely on OneSchool Global and therefore they should act appropriately in the presence of students at all times, both within and outside school hours. At all times employees and volunteers should conduct themselves in a manner that does not bring OneSchool Global into disrepute.
- Employees and volunteers must treat fellow employees and volunteers, students and others within their work environment with the respect and dignity that all deserve.

- Employees and volunteers whose work involves interacting with students have a special responsibility to comply with duty of care requirements and not to be engaged in inappropriate behaviour such as illegal, anti-social, scandalous or disreputable activities which may negatively impact on them being seen as appropriate role models for those students.
- Employees and volunteers must be cognisant of the policies, procedures and delegations that are applicable to their actions. The District Principal and Board must make relevant information available to staff. Employees and volunteers are required to read and ensure that they understand policy documents issued to them or circulated to them. Employees and volunteers who are uncertain about any aspect of the policies, procedures and delegations which apply to them should examine the relevant information and seek advice from the District Principal and/or Board/CA Team. This includes information contained in school policies, procedures, practices and forms all available on the School's policy SharePoint site.
- Employees and volunteers must uphold and comply with:
  - Applicable Commonwealth, State and local laws, regulations, industrial awards and agreements;
  - Applicable professional standards and codes of practice that do not conflict with government or OneSchool Global policy; and
  - OneSchool Global TAS and government directives, policies and procedures.
- Employees and volunteers must take responsibility for and support official decisions made by those with authority delegated by the Board of OneSchool Global TAS.
- Employees and volunteers must act promptly in reporting breaches of the law, OSG policies, government policies and directives, as well as misconduct and maladministration under the Code of Conduct, to the District Principal and/or Board via the CA Team.
- Employees and volunteers are expected to always behave in ways that promote the safety, welfare and well-being of students, fellow employees, volunteers and others in the workplace environment in accordance with relevant occupational, health and safety legislation.
- Employees and volunteers must perform their duties competently and responsibly, with a focus on delivering or supporting safe and high-quality educational services to students.
- Employees must maintain currency of their professional competence through appropriate professional development or learning experiences.
- Employees and volunteers must maintain the accuracy, integrity and appropriate confidentiality of all information used in their professional dealings at OneSchool Global TAS.
- Employees must only take leave of absence from their work duties and from the work site when authorised to do so.
- Dress, personal appearance and hygiene are important elements of professional presentation. Employees and volunteers must ensure that their personal appearance and presentation are clean, tidy and appropriate for their role in accordance with the expectation of the School.

- Employees and volunteers must ensure that OneSchool Global resources are not used improperly. These resources include financial and material resources as well as intellectual, information, system and knowledge resources related to the work of OSG TAS. Work time is also a valuable resource that must be managed effectively to create productive outcomes. All intellectual property created by employees and volunteers in the course of their duties remains the property of the School.

### C. Duty of Care

- Duty of care is essentially a duty to do everything reasonably practicable to protect others from foreseeable harm. While this applies in all aspects of an employee's and volunteer's work, it is particularly important for those employees and volunteers who have interaction with and responsibility for students.
- Teachers have a particular duty of care towards students. It arises out of what is known as a fiduciary relationship, that is, a relationship based on trust. Such positions are bound by two ethical principles:
  - Non-maleficence – the responsibility to cause no harm to self or others; and
  - Beneficence – to actively promote the good of self and others.
- All students have a basic and expected right to a physical and emotional environment that is free from unreasonable risk of harm. Harm includes any significant detrimental effect to the student's physical, psychological or emotional well-being by any cause and includes minor harm that is cumulative in nature and which would result in a detrimental effect of a significant nature to the student if allowed to continue. Amongst other things, harm can be caused by:
  - Physical, psychological or emotional abuse or neglect; or
  - Sexual abuse or exploitation; or
  - Domestic or family violence; or
  - Student bullying; or
  - One's own actions.

Employees and volunteers are referred to the *Children, Young Persons & Their Families Act 1997*

[https://www.dhhs.tas.gov.au/children/child\\_protection\\_services/children\\_young\\_persons\\_and\\_their\\_families](https://www.dhhs.tas.gov.au/children/child_protection_services/children_young_persons_and_their_families) as mandated reporters of child abuse and neglect.

- Employees and volunteers must actively seek to maintain a physically safe teaching environment for students in accordance with the *Workplace Health and Safety Act 2012*.  
<https://www.legislation.tas.gov.au/view/html/inforce/current/act-2012-001>
- Employees and volunteers must take reasonable steps to prevent harm to students and to support students who have been harmed.

#### **D. Psychological Harm**

- Employees and volunteers must not behave in ways that a reasonable person would consider to be offensive, intimidating, humiliating or threatening. Such conduct might include, but not be restricted to: targeting students with unfair and continued criticism; making excessive or unreasonable demands of others; and the making of, either oral or written (including electronic communication), derogatory comments to students, parents, work colleagues or the general public. Should such unacceptable behaviour occur, then all recipients of such behaviour have recourse to the processes contained within the school's *Grievance Resolution Policy & Procedure*.

#### **E. Physical Contact with Children and Adults**

- Employees and volunteers must not engage in conduct that could physically harm a student or another adult and this should be noted especially in cases involving disciplinary action.
- Corporal punishment is prohibited at OneSchool Global TAS.
- There may be occasions, however, where physical intervention is appropriate in order to protect students, self and others. In these circumstances this would be deemed reasonable action providing that the physical intervention is to prevent harm or further harm to students and that the employee and volunteer seeks to avoid inflicting physical harm where possible. The physical intervention would need to be proportionate to the circumstances.

#### **F. Sexual Conduct**

- Employees' and volunteers' interactions with students must be, and be seen to be, professional and appropriate at all times.
- Employees and volunteers must not attempt to sexualise a relationship with a student. To do so is a breach of trust, an abuse of authority, professional misconduct, immoral and criminal. Failure by the other person to reject such conduct does not necessarily imply meaningful consent for in law, a minor cannot consent.
- Employees and volunteers must not provide or exchange personal contact details such as telephone numbers or email addresses with students, unless there are specific work-related reasons. Similarly, employees and volunteers must not enter into unauthorised electronic communication with students.
- The following behaviour constitutes either misconduct or sexual misconduct:
  - Unwarranted and inappropriate touching of students;
  - Suggestive remarks or action of a sexual nature;
  - Sexual exhibitionism;
  - Obscene gestures, language, jokes containing sexual references or deliberately exposing students to the sexual behaviour of others in any form, other than in the case of prescribed curriculum material in which sexual themes are contextual;
  - Inappropriate conversations of a sexual nature;
  - Comments that express a desire to act in a sexual manner;
  - Personal correspondence (including electronic communication) with a student in respect of the adult's sexual feelings for a student;

- Deliberate exposure to students of sexual behaviour of others including display of pornographic material;
- Flirtatious behaviour directed at a student;
- Dating a student;
- Spending significant time alone with a student other than to perform one's professional duties, or without other reasonable explanation; or
- Expressing romantic feelings towards a student in any way.
- Sexual misconduct can also include grooming behaviour. Grooming behaviour is a process whereby sexual offenders condition and build rapport with children or young persons in order to reduce their resistance to, and increase compliance with, sexual abuse. The grooming process can include:
  - Misleading students by pretending to them that they are special, for example by spending inappropriate time with students, inappropriately giving gifts, showing special favours to certain students but not to other students, allowing students to overstep the accepted school rules;
  - Breaking of accepted school standards of behaviour, for example undressing in front of students, allowing students to sit on their lap, talking about sex, apparently accidental touching; or
  - Engaging in inappropriate, personalised forms of communication.
- Employees and volunteers must discourage and reject any advances of a sexual nature initiated by a student. Should such a situation arise then employees and volunteers must report such instances immediately to the District Principal to assist in preventing repetition and avoiding subsequent allegations. Allegations will be investigated thoroughly and may involve the Police.
- Employees and especially teachers, should have read and understood the Teacher's Registration Board of Tasmania's guidelines in relation to professional boundaries – [Professional Boundaries - Guidelines for Tasmanian Teachers](#).

## **G. Discrimination and Harassment**

- It is the responsibility of each employee and volunteer to ensure that no student or adult is discriminated against on the basis of age, disability, family responsibilities, gender/sex/sexual orientation, irrelevant medical/criminal record, marital/relationship or parental status, political/industrial belief or activity, pregnancy, race/ethnicity, or religious belief/activity.
- OneSchool Global TAS employees and volunteers are committed to providing workplaces free of all forms of discrimination, victimisation and harassment. Common types of harassment include:
  - Intimidatory harassment;
  - Bullying; and
  - Sexual harassment.

- Employees and volunteers must not discriminate against, victimise or harass any colleague, fellow volunteer, student or parent, nor discriminate in how services are provided to the community. All employees and volunteers have the responsibility to act fairly and evenly towards other employees, volunteers, students and the general public in accordance with OSG policies and relevant legislation including the *Tasmanian Anti-Discrimination Act 1998*, and the Federal Government's *Equal Employment Opportunity Act 1987*, *Sex Discrimination Act 1994* and *Disability Discrimination Act 1992*.
- Discrimination, victimisation or harassment will not be tolerated and will be dealt with in accordance with existing policies. It should be noted that following the receipt and thorough investigation of an allegation of discrimination, victimisation or harassment against an individual, there is the potential for the laying of criminal charges in cases where the allegation has been sustained.

#### **H. Use of Tobacco, Alcohol, other Drugs and Medication**

- Smoking is not permitted in school facilities and grounds. Similarly, smoking is not permitted whilst staff members have direct responsibility for or contact with students.
- Employees and volunteers have an occupational health and safety obligation, in accordance with the *Workplace Health and Safety Act 1995*, to ensure that their use of alcohol and drugs, whether illicit, proscribed, over-the-counter or prescribed as medication, does not adversely affect their work performance or endanger the health and safety of others.
- The illicit use of drugs at any time within a professional context, particularly in association with the supervision of students, is strictly prohibited.
- Employees and volunteers suffering from a drug or alcohol problem that adversely affects their work performance must actively seek professional assistance to correct the problem.
- Employees and volunteers must not provide students with alcohol and must not encourage or condone the illegal use of alcohol (including underage drinking) or the excessive consumption of alcohol.
- Employees and volunteers should reasonably endeavour to avoid direct social contact with students where student consumption of alcohol or the illicit use of drugs occurs.
- Employees and volunteers must not consume or be affected by alcohol and/or the illicit use of drugs in any circumstances where they are responsible for students. This includes excursions and other such activities.
- Employee and volunteers consumption of alcohol is generally not permitted at any activity or event where students may be present such as fairs, barbecues, graduations and the like. However, in special circumstances where school authorities have authorised the serving of alcohol, have secured Licensing Commission permits as necessary and have set aside a clearly defined area for such purposes, the limited consumption of alcohol may be permitted.
- At the request of parents and with the agreement of appropriately trained employees, employees are authorised to administer prescribed medications in accordance with school-based policies and procedures. Employees must not provide students with non-prescribed medications or over-the-counter drugs without the appropriate authorisation of school authorities, nor encourage or condone student illicit use of drugs.



## I. Conflict of Interest

- A conflict of interest may exist when an employee's or and volunteers' private interests have the potential to interfere with the proper performance of his/her work duties. A potential or actual conflict of interest must be identified, declared and avoided or resolved in favour of the public interest and should not be undertaken without the express permission of the District Principal or the Board of OneSchool Global TAS Ltd.
- It is understood that situations may occur where employees and volunteers are working with family members or with persons with whom they develop close personal relationships. Where such relationships exist between employees and volunteers or with prospective employees, then the potential for conflict of interest should be noted.
- As a general principle, all employees who participate in procedures for selection, granting of tenure, performance appraisal, termination or transfer of any person who is a family member or with whom they have, or have had, a close personal relationship should declare any potential conflict of interest.

However, the existence of a close personal or family relationship should not constitute a bar to the employment, promotion, granting of tenure or transfer of any individual.

- Employees should be aware that private part-time employment including tutoring which conflicts with, or compromises, employment with OneSchool Global TAS, may give rise to a conflict of interest. Employees should seek prior approval from the school District Principal for any such employment.
- Employees should be aware that receipt of gifts from those considered as part of the broad client base of the organisation (e.g. students/families in a school setting) may present the potential for a conflict of interest.
- In many cases only individual employees or volunteers themselves will be aware of the potential for conflict. The onus therefore is on the individual in these cases to notify the appropriate supervisor of this potential.

## J. Privacy and Confidentiality

- As an employee or volunteer of OneSchool Global TAS you may be entrusted with access to information of a sensitive nature to enable you to carry out your duties.
- Employees and volunteers must ensure that confidential, private and sensitive information is handled carefully and that the integrity of such information is maintained at all times in compliance with relevant privacy legislation.
- In accordance with the school policy, an employee or volunteer must not, after leaving employment with the school use confidential information obtained during the course of his/her employment for other work or non-work related purposes.



## **K. Use of School Resources**

- Employees and volunteers must ensure that all school equipment, resources, and consumable items are used appropriately for the work and business of the school. Limited and occasional private use of school equipment and resources may occur providing it does not adversely affect the performance of the employee's work duties, or the work duties of others, or the business or reputation of the school. Examples of where this might occur include:
  - Limited, occasional and brief private telephone calls;
  - Limited and occasional use of a photocopier and/or scanner; or
  - Limited and occasional use of computers, email and internet subject to school policy on acceptable use by employees of ICT resources.
- Employees and volunteers must ensure that school equipment is maintained and used in accordance with the manufacturer's requirements, and that all use is both safe and legal.
- Employees and volunteers must have approval to use school equipment and resources off site for work purposes and must ensure that they are safely stored and secured.
- Employees and volunteers must ensure that they do not breach copyright law or licensing arrangements when copying any school property such as software, library and reference materials, or copying other property for school use.
- Employees and volunteers must not seek financial gain from work produced for the employer without the authorisation of the employer.
- Employees and volunteers whose work duties involve purchasing or managing resources on behalf of the school must act within their delegated authority and comply with legislative requirements, policies and procedures for the purchase, use and disposal of any school resource.

## **L. Using School Internet, Intranet, Electronic Mail, and other means of Electronic Communication**

- Except for official purposes or in accordance with school policy, employees and volunteers must not use school resources, including phones, the internet, electronic mail systems, or other means of electronic communication for:
  - Accessing, storing, or transmitting words, images or other material that is illegal, sexually explicit, violent or that a reasonable person would find offensive (this does not include material that is part of a complaint, report or notification about alleged improper conduct of a person made in accordance with an authorised procedure);
  - Gambling;
  - Accessing chat lines not associated with work;
  - Transmitting inappropriate jokes;
  - Sending of inappropriate programs or mail;
  - What a reasonable person would see as excessive use of the internet; and
  - Unauthorised use of the school's email distribution lists.

## PROCEDURE

### A. Communication of this Code of Conduct

For this Code of Conduct to be effective it must be made available to all employees and volunteers. The code of conduct is supplied to every employee as part of their employment agreement, and every volunteer as part of their volunteer agreement, and is also available on the OneSchool Global TAS website and policy SharePoint for staff and parents/volunteers.

### B. Procedure for Dealing with Allegations and Apparent Breaches of the Code of Conduct

- Potential breaches of the Code of Conduct, including apparent breaches and allegations, will be dealt with in accordance with the principles of procedural fairness and natural justice. Potential breaches may be addressed in the context of established grievance policies or as detailed in appropriate school-based policies.
- Employees and volunteers should be aware that the relevant governing body may apply sanctions if the Code of Conduct is breached. Depending on the nature of the breach, various sanctions such as the following may be applied:
  - Appropriate warnings;
  - Counselling;
  - Actions as prescribed under the various award provisions;
  - Demotion;
  - Suspension;
  - Dismissal; or
  - Laying of criminal charges or civil action.
- As appropriate employees and volunteers may, when in breach of the Code of Conduct, seek access to dispute resolution processes.

## REFERENCES

### A. Other documentation related to this policy

The *Code of Conduct* is supported by the following documents:

- Staff Employment Agreements
- Volunteer Employment Agreements
- Code of Professional Ethics for the Teaching Profession in Tasmania (Tasmanian Teachers Registration Board – February 2006)  
<https://www.trb.tas.gov.au/Documents/Code%20of%20Professional%20Ethics%20for%20the%20Teaching%20Professional%20in%20Tasmania.pdf> and
- Professional Boundaries: Guidelines for Tasmanian Teachers  
<https://www.trb.tas.gov.au/Documents/Professional%20Boundaries%20-%20Guidelines%20for%20Tasmanian%20Teachers.pdf>
- Privacy Policy
- Student Well-being and Behaviour Policy
- Positive Behaviour Policy
- Grievance Policy & Procedure
- Child Protection & Mandatory Reporting Policy

Each of these statements is integral to the operation of the Code of Conduct. Copies of the policies mentioned can be found on the OSG SharePoint site under 'policy hub'.

### B. Laws and Regulations

Employees and volunteers are referred to the *Children, Young Persons & Their Families Act 1997* as mandated reporters of child abuse and neglect.

- Employees and volunteers must actively seek to maintain a physically safe teaching environment for students in accordance with the *Workplace Health and Safety Act 1955*.
- Employees and volunteers must not discriminate against, victimise or harass any colleague, student or parent, nor discriminate in how services are provided to the community. All employees have the responsibility to act fairly and evenly towards other employees, students and the general public in accordance with OSG policies and relevant legislation including the *Tasmanian Anti-Discrimination Act 1998*, and the Federal Government's *Equal Employment Opportunity Act 1987*, *Sex Discrimination Act 1994* and *Disability Discrimination Act 1992*.

## STUDENT VOICE

Students have unique perspectives on learning, teaching, and schooling, and should have the opportunity to actively shape their own education. Students have been active in the development and creation of this policy, this is achieved by hearing their views, concerns and ideas.

OneSchool Global Tasmania will utilise its curricular and pastoral programs to enhance student awareness and voice in policies that are particularly relevant to them.

## VERSION CONTROL

Policy Code	Date	Version No.	Nature of Change
POL_TAS_ADM_Code of Conduct Policy & Procedure	November 2005	v1.0	Original creation
POL_TAS_ADM_Code of Conduct Policy & Procedure	August 2016	v2.0	Major updates
POL_TAS_ADM_Code of Conduct Policy & Procedure	February 2019	v3.0	New format and minor wording updated for SRB Reregistration
POL_TAS_ADM_Code of Conduct Policy & Procedure	July 2020	v4.0	New branding and on to new template, minor updates to wording to reflect current terminology.
POL_TAS_ADM_Code of Conduct Policy & Procedure	August 2021	v4.1	Included references to the Chief Operating Officer and added reference to Professional Boundaries: Guidelines for Tasmanian Teachers document.
POL_TAS_ADM_Staff & Volunteers Code of Conduct Policy & Procedure	July 2022	v5.0	Changed document to be specific to staff and volunteers only.