



Anglican Grammar  
**Hume**

## **Staff Professional Expectations Policy**

**POLICY OWNER:** Principal

**APPROVED BY:** SLT July 2016

**REVIEW DATE:** December 2017

## 1. PURPOSE

The purpose of this policy is to make clear to staff and approved visitors, the expectations in regard to their workplace commitments and/or professional conduct at Hume Anglican Grammar. This policy specifically ensures the school is compliant with Standard 3 of *Ministerial Order No. 870 (Child Safe Standards – Managing the Risk of Child Abuse in Schools)*.

## 2. SCOPE

This policy and procedure applies to all teaching and general staff employed by Hume Anglican Grammar. This includes those employed in a full-time, part-time, ongoing, fixed-term and casual capacity. It is also applicable to approved visitors, including student teachers, guest presenters and volunteers.

## 3. ALIGNMENT TO THE STRATEGIC PLAN

### Goal:

3. Staff - professional and dedicated staff committed to the success of the school.

### Pathways:

- b. Establish a supportive and collegial workplace culture based upon optimism, respect and continuous improvement.
- c. Create a stimulating and opportunity rich workplace where staff desire to be challenged.
- d. Engender a professional approach to customer service.

### DESIRED OUTCOMES:

4. have staff who are engaged, collegial and dedicated to the School; who find fulfilment in a harmonious and stimulating workplace

## 4. ASSOCIATED DOCUMENTS

*Victorian Institute of Teaching - Code of Conduct and Ethics*

*Equal Opportunity Act 2010*

*Hume Anglican Grammar Information and Communication Technologies policy*

*Hume Anglican Grammar Staff Laptop policy*

*Hume Anglican Grammar Parent Volunteer policy*

*Hume Anglican Grammar Child Safety policy*

*Hume Anglican Grammar Child Safety Code of Conduct*

*Workplace Bullying policy*

*Ministerial Order No. 870 (Child Safe Standards – Managing the Risk of Child Abuse in Schools)*

*Hume Anglican Grammar Staff Attire Guidelines*

## **5. HUME ANGLICAN GRAMMAR CODE OF PROFESSIONAL CONDUCT**

### **5.1 Care for students**

In the spirit of student wellbeing, the School strives to provide a supportive, caring and inspiring environment where all can thrive. Hence, staff are expected to always conduct themselves in a manner that promotes the safety, welfare and wellbeing of our students.

**Hume Anglican Grammar is absolutely committed to zero tolerance of child abuse.**

All Teaching Staff must hold a valid, current Victorian Institute of Teaching (VIT) registration and advise the Principal immediately if there is any modification to their status or ability to work with children.

All General Staff, Pre-service Teachers and Parent Volunteers must hold a valid, current "Working with Children" check and advise the Principal immediately if there is any modification to their status or ability to work with children.

All staff, pre-service teachers and volunteers at the school are expected to maintain professional relationships with students at all times, this means being respectful, responsible and treating people with dignity. An intimate or sexual relationship with students is inappropriate. Members of the school community will never use sexual innuendo in the presence of students; will not use inappropriate or suggestive language or materials with students; will not hold conversations of an unsuitable personal nature, in person, via email or social media with students. Finally, staff of the school should not accept gifts from students or their families, which could reasonably be perceived as being used to influence them.

Interactions with students can extend beyond the school setting, including outside of school hours, outside of school grounds and through utilising any technology, including social media. Employees and volunteers must ensure that social interactions with students outside of school do not provide any grounds for allegations against them of improper conduct. They must be conscious that their position places significant obligations on them and a requirement to follow all relevant policies.

Where a personal relationship (such as family relationship or close friendship) exists between a staff member and a student attending the staff member's place of work, the staff member must notify their Line Manager of a potential conflict of interest. Wherever practical, staff should avoid teaching or being involved in educational decisions relating to family members or the children of close personal friends.

### **Student transportation**

Staff should avoid driving students in their personal vehicle. In the event of an emergency or extraordinary situation, staff must obtain parental consent and also report the matter to the Deputy Principal, prior to the journey commencing. When this is not possible, staff must advise the Deputy Principal as soon as possible after the journey. The vehicle must be registered and insured when the journey is undertaken. Staff must never take a single student in their personal vehicle and must have at least one other person, preferably a staff member or other adult in the vehicle, as a third party. Only under the most extreme emergency circumstances will an exemption to this policy be approved. In such extraordinary circumstances, the exemption must still be approved prior to the transport taking place.

### **Coaching and tutoring students**

Staff must not engage in paid individual tutoring or coaching of current students outside of school hours. If staff are engaged in a registered coaching/tutoring agency, and the Hume

student is enrolled through this agency, then this is permissible. Staff must ensure that this outside work is authorised by school management.

### **Physical contact with students**

Staff must not engage in conduct that could be construed as assault of a child or student. Assault generally involves either hostile or reckless application of force or the threat of force, regardless of whether harm to the child, young person or student takes place.

The School expects that when physical contact with a student is necessary within the teaching/learning experience, employees and volunteers must exercise caution to ensure that the contact is appropriate and acceptable for the duty to be performed.

Examples of situations where physical contact with a student may be necessary include:

- assisting students with special needs, for example, to allow a student to engage with a teaching/learning experience or the curriculum in general;
- assessing a student who is injured or ill. One should advise the student of what they intend to do and, where possible, seek the student's consent and have a colleague present;
- restraining a student when the student, other students and/or staff are being harmed or are in imminent danger of being harmed;
- teaching sport, music and other activities where physical handling of a student is required to demonstrate a particular action or skill;
- comforting an upset student;
- guiding a student in a helpful and non-threatening manner.

The School expects that any physical contact as referred to in the above examples:

- is only acceptable if the contact was reasonable for the purpose of the management or care of the student;
- must be appropriate given the age, maturity, health or other characteristics of the student;
- should be consistent with any Individual Learning Plan in place for that student.

### **Psychological harm of students**

Staff must not engage in unreasonable conduct that could cause psychological harm to a child or student.

Examples include:

- Targeted and sustained criticism, belittling or teasing;
- Excessive or unreasonable demands;
- Persistent hostility and severe verbal abuse, rejection and/or scapegoating;
- Using inappropriate locations or social isolation as a form of punishment.

## **5.2 Care for colleagues**

In the spirit of professional and dedicated staff committed to the success of the School, Staff will:

- build an atmosphere of collaboration, trust and mutual respect;
- be courteous and sensitive to the needs of others and provide all necessary and appropriate assistance practicable;
- not act in any manner that is discriminatory towards an individual or group
- use constructive methods for resolving any conflict which may arise;
- observe the principles of natural justice in dealing with any complaints against colleagues;
- avoid behaviours which are or might reasonably be perceived as Workplace Harassment or Sexual Harassment in accordance with appropriate policies;
- foster unity, harmony and cooperation in working relationships;

- respect the ethical professional practice of colleagues.

Staff who are experiencing difficulties are encouraged to seek assistance from their Line Manager and/or access the Employee Assistance Program (EAP).

### **5.3 Drugs, Alcohol and Tobacco**

#### **Drugs**

Staff must:

- not distribute illegal drugs to other staff or students;
- not condone the use of illegal drugs;
- not condone misuse of legal drugs (i.e. medication);
- not supply or administer prescription drugs to students except in accordance with an appropriate prescription and Medical plan. This needs to be signed by the parent of the child and the staff member must record and initial when the medication is administered. This will usually be carried out by the school's First Aid Officer or a designated First Aid person, if on a camp or excursion;
- not be under the influence of illegal drugs during business hours or during times where a staff member has responsibility for students or is otherwise fulfilling responsibilities to the school.
- report to their Line Manager any suspicions surrounding a student being in possession of any illicit drugs or implements used for administering illicit substances.
- report to their Line Manager any suspicions surrounding a student being affected by illicit drugs or any prescription medication.

#### **Alcohol**

Staff must:

- not distribute alcohol to students;
- not condone the use of alcohol by students;
- not be under the influence of alcohol during business hours or during times where they have responsibility for students or are otherwise fulfilling responsibilities to the school.
- report to their Line Manager any suspicions surrounding a student being under the influence of alcohol or having possession of alcohol at school.

#### **Tobacco**

The school is a smoke-free zone. Smoking is not permitted on the school premises or within the boundaries as prescribed by current Victorian Government legislation.

Staff must:

- not distribute tobacco or tobacco products to students;
- not condone the use of tobacco by students;
- report to their Line Manager any suspicions surrounding a student smoking; this includes regular cigarettes, as well as e-cigarettes. This also applies to a student being in possession of regular cigarettes, e-cigarettes or smoking implements/devices.

### **5.4 Respect for resources**

In the spirit of creating a school that is a responsible organisation, looking after and making appropriate use of our resources.

Staff will:

- strive to support the economic, efficient and appropriate use of all school resources;

- only use school owned or provided resources for school or school-related purposes; any exemption to this must be approved by the relevant Assistant Principal, the Deputy Principal or, the Business Manager.
- The School expects that all employees and volunteers will abide by the *School's Staff Attire Guidelines*.

The theft, misuse or fraudulent misappropriation of resources will not be tolerated and will be acted upon immediately.

## Use of Technology

Staff need to be aware that digital communication is not private or confidential when it relates to students, parents/guardians, and families of the school community.

The School expects that all employees and volunteers will abide by the *Hume Anglican Grammar Information and Communication Technologies* and *Staff Laptop* policies.

## 5.5 Discrimination

All staff must abide by the *Equal Opportunity Act 2010* and unlawful discrimination is never condoned by the school.

It is against the law to discriminate against a person on the basis of:

- |                          |   |  |
|--------------------------|---|--|
| • age                    | • physical features   | • sexual orientation   |
| • breastfeeding          | • political belief or activity                                      | • expunged homosexual conviction   |
| • carer status           | • pregnancy   | • personal association with someone who has, or is assumed to have, any of these personal characteristics. |
| • disability             | • race (including colour, nationality, ethnicity and ethnic origin) |  |
| • employment activity    | • religious belief or activity                                      |  |
| • gender identity        | • sex   |  |
| • industrial activity    |   |  |
| • lawful sexual activity |   |  |
| • marital status         |   |  |
| • parental status        |   |  |

## 5.6 Information Protection and Public Comment

### Contractual Obligation

All staff have as a clause in their employment agreement which states:

An employee, in the course of the employee's employment, will have access to Confidential Information about the School and about its students, parents and employees.

Confidential Information includes information about the affairs, processes, dealings, finances, organisation and personnel, including students, parents and employees, of the School.

Confidential Information may be used solely for the purpose of performing your duties with the School. The employee may only disclose Confidential Information:

- To persons who are aware and agree that the Confidential Information must be kept confidential or to persons who have signed a Confidentiality Agreement, as required by the School from time to time, and either have a need to know (and only to the extent that each has a need to know); or have been approved by the School, as relevant;
- or
- That is required by law to be disclosed.

Confidential information is not to be imparted deliberately or carelessly to any person at any time who is not authorised by the Principal to receive it. This obligation continues both during and after the employee's employment with the School.

Where an employee is in possession of documents, software, computers or telecommunication devices containing confidential information or material, the employee is responsible for the security of these items at all times.

A breach of these conditions whilst employed with the school may be grounds for summary termination of employment. If disclosure in breach of these conditions should be made after employment with the School ceases, then the School may apply for an injunction to restrain the breach in addition to claiming damages for losses suffered.

An employee must immediately notify the Principal of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

The employee must provide assistance reasonably requested by the School in relation to any proceedings that the School may take against any person for unauthorised use, copying or disclosure of Confidential Information.

### **Student and family contact information**

Staff should at all times keep a student's personal contact information confidential and should not disclose this to anyone who is not a staff member.

### **Student well-being information**

Staff should at all times maintain the dignity of students. Any well-being issues should be kept confidential and only discussed with staff directly involved with the student or with government agencies. Parental permission should be sought prior to the disclosure of student information to any other agencies.

### **Student academic information**

Staff should at all times maintain the dignity of students. Any academic information should be kept confidential and only discussed with staff directly involved with the student or with government agencies. Parental permission should be sought prior to the disclosure of student information to any other agencies.

### **Staff interaction with the media**

Staff should not make comment to the media on behalf of the school, unless given prior permission by the Principal. Staff are reminded that any comments to the media, even when made in a personal capacity, could reflect on the school.

### **Staff interaction with school community members**

In the spirit of engaging families and forging strong relationships, all communication from staff to the school community should be professional in nature. Staff members should seek to promote both the wellbeing of the students and a positive relationship with the school.

## **5.7 Breaches**

A breach of the Code may be:

- a disciplinary matter for the school (and result in performance management, formal warning, suspension, demotion or termination in accordance with industrial processes);

- a contractual matter (breach, termination);
- due to professional misconduct, referred to the Victorian Institute of Teaching;
- a breach of statute referred to relevant authorities;
- a criminal matter referred to relevant authorities;
- a civil matter referred for legal advice and remedy.

Any disciplinary process in relation to a breach of the Code will be managed with procedural fairness and in keeping with the principles of natural justice.