

# Herrick Presbyterian Covenant School

## Staff Code of Conduct

### INTRODUCTION

1. All employees of Herrick Presbyterian Covenant School (HPCS) are accountable through the School Board to the parents and ultimately the Lord Himself for the education and well being of the students of the school placed in their care.
2. This code of conduct has been formulated to clarify to staff the type of conduct that is expected of them in the performance of their duties.
3. Ultimately, it is up to staff to recognise their calling before God and to seek regularly His guidance and direction through the Word and prayer for their actions and decisions.
4. A co-operative, collaborative atmosphere conducive to the promotion of Christ-like behaviour in the workplace will assist staff in the implementation of this code. It is the responsibility of all staff to foster such an atmosphere.

### PERSONAL AND PROFESSIONAL BEHAVIOUR

1. In performing their duties and responsibilities all staff must, where appropriate to their position in the school, by the grace of God:
  - be conscious of their duty of care to the students of HPCS in all school related activities and to that end should understand and meet their obligations under the *Workplace Health and Safety Act 1995*;
  - be familiar with their official responsibilities as stated in the school's constitution;
  - comply with reasonable directions given by the School Board, principal or teacher-in-charge and adhere to official guidelines concerning the performance of their duties;
  - implement the priorities of the school and ensure their actions reflect school policy;
  - promote spiritual and professional development of fellow staff;
  - demonstrate the highest standards of professional behaviour; exercise professional judgment and act in a courteous and sensitive manner when interacting with students, parents, staff, the public, and other bodies;

- collaborate in the development of school plans, policies and programs;
  - devise and document teaching and learning programs, and develop and implement appropriate evaluation mechanisms;
  - treat students equitably, including those with disabilities or other special needs in accordance with the *Disability Discrimination Act 1992*;
  - meet the individual learning needs of students and assist each student to maximise his or her learning outcomes;
  - effectively manage and implement programs for child protection and student welfare in accordance with the schools' *Anti-bullying Policy* and *Child Protection Policy and Procedures*, and the *Children, Young Persons & Their Families Act (1997)*;
  - undertake appropriate, ongoing professional development to promote competence in curriculum development, delivery and evaluation, classroom management and teaching skills;
  - perform their duties efficiently and effectively, with honesty, integrity and fairness at all times;
  - ensure that decisions are made fairly and conveyed promptly both within the school community and to those students and parents who have a right to know;
  - use information gained in the course of employment only for proper and appropriate purposes;
  - use school resources appropriately and economically; and
  - behave in such a manner as to glorify God and protect and enhance the good name of the school.
2. Staff must at all times avoid unchaste thoughts, words and actions in their relationships with other staff and students.
  3. Staff must not give students alcohol or other drugs, nor may they encourage or condone the use of alcohol or other drugs by students. They may, however, administer or supervise the administration of prescribed medications consistent with the School Board guidelines.
  4. Staff must not, under any circumstances, use any form of discipline which involves corporal punishment or engage in any form of behaviour which could cause physical or emotional abuse to students.
  5. If there is any doubt about the propriety of their behaviour, staff should seek the guidance of the principal or School Board.

6. The School Board and principal should ensure that staff are of their responsibilities under this code and provide staff with the necessary professional development and support to ensure implementation of the code. Thus staff should be familiar with

## **DISCRIMINATION AND HARASSMENT**

1. The principal must take all necessary steps to ensure that classrooms and other workplaces are free from all forms of harassment and discrimination and that the command of our Lord to love our neighbour as ourselves is upheld.

## **USE AND SECURITY OF OFFICIAL INFORMATION**

1. Staff should maintain the integrity and security of all official information and/or documents for which they are responsible or to which they have access. Particular care must be taken with information and/or documents dealing with student welfare or student performance and staff records.
2. All staff must ensure that premises are secure and suitable arrangements are in place to maintain security of confidential and sensitive documents.

## **USE OF OFFICIAL FACILITIES AND EQUIPMENT**

1. Staff should ensure that resources, funds, personnel or equipment entrusted to them, are used effectively and economically in the course of their duties.
2. The services of other staff members or official facilities and equipment must not be used for private purposes unless prior approval has been granted by the School Board or by the principal where that authority has been delegated to him.
3. Where prior approval has been granted, private use can only occur under the following circumstances:
  - the use does not limit the access of colleagues to do their official work;
  - all consumables must be provided by the staff member;
  - the staff member assumes responsibility for lost, stolen or broken equipment in the event of neglect or wilful damage; and
  - the staff member undertakes to comply with all relevant copyright legislation in the use of that equipment.

## **ACCEPTANCE OF GIFTS AND BENEFITS**

1. Staff must never solicit any gifts or benefits, nor accept gifts or benefits either for themselves or for another person, which might in any way, either directly or indirectly, compromise or influence them in their official capacity.
2. Acceptance of gifts and hospitality is a matter of judgment for the individual staff member who must be satisfied that his or her position will not in any way be compromised or appear to be compromised by acceptance of the gift or hospitality.

## **NOTIFICATION OF CORRUPT CONDUCT, MALADMINISTRATION, OR SERIOUS AND SUBSTANTIAL WASTE OF SCHOOL FUNDS.**

1. Corrupt conduct occurs when:
  - a staff member carries out duties dishonestly or unfairly;
  - anyone does something that could result in a staff member carrying out duties dishonestly or unfairly;
  - anyone does something that has a detrimental effect on official functions, and which involves any of a wide range of matters including fraud, bribery, official misconduct, or violence; or
  - a staff member misuses information or material obtained in the course of their duties.
2. It is not corrupt conduct unless it involves (or could involve) a criminal offence, a disciplinary offence, or reasonable grounds to dismiss a staff member.
3. Alleged offences should be reported to the principal or School Board.
4. The principal has responsibility to ensure disclosure of alleged corrupt conduct, maladministration or serious and substantial waste of school funds reported to him/her, are immediately communicated to the School Board.
5. Staff who make genuine complaints or reports about alleged corrupt conduct, maladministration or serious and substantial waste of school funds, will not be prejudiced in their employment or in any other way. If however, they perceive that this may occur, or they are reluctant for any other reason to report a matter to the principal, they should make their complaints to the School Board.

**N.B.**

1. This code may be altered from time to time to take account of changed circumstances or new situations.

**IMPORTANT REFERENCES**

*Disability Discrimination Act 1992*

*Workplace Health and Safety Act 1995*

*The Children, Young Persons & Their Families Act (1997)*

*Anti-bullying Policy (HPCS, 2005)*

*Child Protection Policy and Procedures (HPCS 2010)*