





Introduction

1. The Staff Code of Conduct is divided into four parts as follows:

Part A: Staff Conduct

Part B: Interaction with students and parents

Part C: WHS, discrimination and harassment

Part D: Copyright, communication and facilities

2. The Staff Code of Conduct has been formulated to clarify for staff the standards of professional conduct required in the performance of their duties. It also provides practical assistance for staff in recognising and resolving ethical challenges, and to avoid situations that may expose staff to a professional or vexatious claim risk.
3. Staff will be required to exercise professional judgement in the performance of their duties and if a staff member is in doubt about the appropriate course of action to be adopted in any circumstance, the matter should be discussed with a supervisor and/or raised formally with the Principal.
4. The Staff Code of Conduct meets the requirement of the Federal Government, NSW State Government and Board of Studies in documenting the standards of behaviour expected of staff in dealing with colleagues, clients and students.
5. Some of the requirements of the Staff Code of Conduct are the subject of specific legislation. If there is any conflict between the Staff Code of Conduct and any legislation, the legislation w.

Part A: Staff Conduct

1. Professional behaviour

In performing their duties and responsibilities, all staff must:

- 1.1. Comply with all lawful directions given by a supervisor or from the Principal's Office.
- 1.2. Comply with legislation and School Policies relevant to their responsibilities. Staff must:
 - 1.2.1. have a working knowledge of the legislation that is relevant to their professional duties and responsibilities. Some of the relevant Acts and associated web links are listed on the Wenona. Portal, and/or are contained in the appropriate School Policy
 - 1.2.2. read and comply with the School Policies, Procedures and Guidelines which are published in the Staff and Student Handbooks and/or on the School Portal. Handbooks and Policies are updated periodically and should be reviewed by staff accordingly.
- 1.3. Implement the priorities of the School as delineated in the School's Vision and ensure all actions promote the intent of the School's Vision.
- 1.4. Work in a collegial and collaborative manner with other staff members.
- 1.5. Treat each other and other people with whom they deal in the course of performing their duties, with respect and courtesy. If problems arise between staff members, the School expects staff to be proactive and professional in dealing with those issues, including seeking the assistance of their direct supervisor or the Dean of Professional Studies, if appropriate, in accordance with the School's Grievance Procedures for Staff.
- 1.6. Undertake appropriate ongoing professional development as detailed in the Staff Handbook and on the Portal.
- 1.7. Dress in appropriate and professional attire. When School activities such as sports day, excursion or camps take place suitable casual attire may be worn. Additionally, Academic dress may be required at more formal functions such as Prize Day, Carol Service, Foundation Day and the School Leaders' Induction Service. Staff must ensure they comply with WHS legislation when selecting attire, including footwear.
- 1.8. Take extreme care and comply with School Procedures, Guidelines and traffic laws when driving School vehicles and/or driving on School property.

- 4.4. Staff must ensure that their participation in and promotion of political, religious or community matters does not cause any conflict of interest with their professional responsibilities, nor with the reputation of the School community.
- 4.5. The use of School letterhead and logo is officially sanctioned for School business. When a staff member is writing in his/her official capacity as a member of the School's staff, use of the letterhead is appropriate once permission has been sought from the Principal or Deputy Principal. It is not appropriate for any private correspondence or for references that are not officially sanctioned by the Principal to appear on School letterhead. The School envelope should be used for official business correspondence only.
- 4.6. Letterhead and other items such as compliments slips and business cards should be used when they will enhance the professional standing of the School. Staff must not produce their own compliment slips, fax headers or similar.

5. Acceptance of gifts and benefits

- 5.1. Gifts of nominal value generally used for promotional purposes by the donor, or moderate acts of hospitality may be accepted by staff. As a general rule gifts valued at \$100 or less would be considered nominal.
- 5.2. Staff must not accept gifts or hospitality offered as an inducement to purchase regardless of their monetary value. Examples of inducement include a bookshop offering teachers a personal dinner for two to the value of \$60 for every \$1000 of textbook orders and an employment agency offering administrative staff theatre tickets valued at \$70 for each temporary person employed.
- 5.3. Acceptance of gifts and hospitality is 100% at the discretion of 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. If in any doubt, the staff member should speak to their supervisor about acceptance of such gift or hospitality before doing so-4()-167(t)6(he)3()-16







Part C: WHS, Discrimination and Harassment

1. Work, Health and Safety (WHS)

- 1.1. All staff have obligations under WHS legislation to take care of their own health and safety at work. Staff also have a responsibility to ensure that their activities do not place at risk the health and safety of their co-workers, students or visitors to the School.

1.2.





