SYDNEY JAPANESE INTERNATIONAL SCHOOL
シドニー日本人国際学校

Code of Conduct

Staff Code of Conduct

Purpose and use of this document

This *Code of Conduct* applies to all employees of the Sydney Japanese International School whether employed on a permanent, temporary or casual basis.

This Code of Conduct is intended to be made available to the school's staff at the commencement of their employment (e.g. preferably around induction and training) and it is to be available and/or provided to staff during the course of their employment or involvement with the school. The Code forms comprehensive directions to these employees or other workers as to the expected standard of behaviour. This Code is intended to apply to all employees and contractors and volunteers in their work with the school.

SJIS MISSION STATEMENT

Sydney Japanese International School (SJIS) is one school offering two curriculums: Japanese and Australian.

Authorised by the Japanese Ministry of Education, Culture, Sports, Science and Technology, and registered as an independent school by the New South Wales Education Standards Authority, SJIS provides a unique education which exceeds the regular Japanese and Australian curriculums.

We develop our students to be '*Kakehashi*' * (bridges), which connect communities and cultures, contributing both locally and to the broader global society by virtue of their exceptional bilingual abilities and cross-cultural understanding. We cultivate this experience at the SJIS campus, in a serene environment surrounded by the natural beauty of Sydney.

SJIS is dedicated to nurturing the individual learning needs of our students. We provide an enriched learning environment that empowers young people to succeed.

The spirit of *Kakehashi.

Connecting the present to the future.

Connecting our students to the world.

Connecting cultures without borders.

Through the unique learning experience we offer at SJIS, we are guided by the idea that we are nurturing our students to become bridges. The Japanese word *Kakehashi* literally means "bridge", and as an institution, we celebrate the spirit of global connectivity.

To actively nurture our students to become mindful leaders of the future. We encourage them to be *Kakehashi,* connecting cultures, communities and countries, as the next generation of global citizens.

SJIS VALUES - guiding principles of the school

SJIS has seven overarching values that the students, SJIS staff and the community share. Through our seven values we reflect a school community that everyone – students, teachers and families – can be proud to be part of. These values help build our common culture. They guide us in our decisions, our day-to-day conduct and they form the basis of our school spirit.

The Sydney Japanese International School : Our Seven Values

Through our values, we reflect a school community that everyone—students, teachers, and families—can be proud to be part of. These values help build our common culture. They guide us in our decisions, our day-to-day conduct and they form the basis of our school spirit.

Courtesy:	Act in a courteous manner towards others.
Honesty:	Be truthful and sincere in all your relations with others.
Responsibility:	Assume responsibility for your obligations, your actions and your belongings. Be punctual and wear the school uniform proudly.
Justice:	Seek the fairest and most just way for all.
Generosity:	Consider others in your daily activities and be generous in your thoughts, deeds and words.
Perseverance:	Continue in a course of action even in the face of difficulty.
Respect:	Be respectful of others, yourself and your environment.

Preface

Code of Conduct

As an employee, you should be aware of the School's policies and procedures, particularly those that apply to your work. Many of these are available online; others may be made available to you through induction and training and development programs.

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your Principal or supervisor.

You should also be familiar with the legislation under which you are employed as this may specify requirements with which you need to comply.

The aim of this Code is to outline the standards of behaviour expected of all employees of the School.

This *Code* does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out general expectations of the standards of behaviour required. The *Code* places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

Who has to comply with the Code of Conduct?

By accepting employment with the School, you must be aware of and comply with this *Code.*

Therefore, you must:

(a) conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the School;
(b) comply with the School's policies and procedures;
(c) act ethically and responsibly; and
(d) be accountable for your actions and decisions.

Contractors and Volunteers

Contractors, consultants and volunteers working with the School must be aware of this *Code* and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not

consistent with the conduct set out in this *Code* may result in the engagement of a contractor, consultant or volunteer being terminated.

If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the School's expectations of conduct during the period of their engagement.

General

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 should be taken to limit the circumstances in respect of which the School may take disciplinary action in respect of an employee.

1. What is expected of you as an employee?

As a School employee, you are expected to:

(a) perform your duties to the best of your ability and be accountable for your performance;

(b) follow reasonable instructions given by your supervisor or their delegate;

(c) comply with lawful directions;

(d) carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development;

(e) act honestly and in good faith in fulfilling your duties;

(f) be courteous and responsive in dealing with your colleagues, students, parents and members of the public;

(g) work collaboratively with your colleagues; and

(h) ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the School and does not damage the reputation of the School.

Workplace manager responsibilities

Workplace managers including the Principal, General Manager and Deputy of each division (International Division and Japanese Division) are four employees who have a supervisory role

for other employees and in this Code of Conduct refers to these four individuals. The workplace manager must:

- model the School's values and professional conduct
- promote a collaborative and collegial workplace
- foster performance and development processes with employees under your supervision
- provide ongoing support and feedback to employees under your supervision
- provide information about support services and resources available to employees under your supervision
- communicate to employees under your supervision their responsibilities under the Code
- establish systems for effective communication and consultation in decision-making
- utilise reporting systems when a breach of the Code may have occurred
- promptly address poor conduct and performance

2. What happens if I breach the Code of Conduct?

As a School employee, you hold a position of trust and are accountable for your actions.

2.1 The consequences of inappropriate behaviour and breaches of this *Code* will depend on the nature of the breach.

2.2 Employees should report possible breaches by colleagues to their supervisor or the Principal. If the possible breach is by their supervisor then it should be reported to the Principal or delegates.

2.3 Factors the School may consider when deciding what action to take may include:

(a) the seriousness of the breach;

(b) the likelihood of the breach occurring again;

(c) whether the employee has committed the breach more than once;

(d) the risk the breach poses to employees, students or any others; and

(e) whether the breach would be serious enough to warrant formal disciplinary action.

2.4 Actions that may be taken by the School in respect of a breach of the Code include management or remedial action, training or disciplinary action ranging from a warning to termination of employment. The school will reserve the right to determine in its entirety the response to any breach of this Code.

2.5 Direct management action

A workplace manager should apply a fair process when taking direct management action to address employee conduct concerns.

This includes:

- informing the subject of a concern/complaint about the substance of the matter
- providing a reasonable opportunity for people with a direct interest in the situation to respond to or comment on the issues, whether in writing, in person or otherwise
- making reasonable inquiries and considering relevant information before making a decision
- acting fairly and without bias, including not managing a complaint in which they have a direct interest
- conducting any inquiries without undue delay.

3. Required reporting

Employees are required to report certain information to the School.

3.1 All employees are required to inform the Principal or delegate if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform the Principal or delegates if you become the subject of an Apprehended Violence Order.

3.2 If, through your employment with the School, you become aware of a serious crime committed by another person, you are required to report it to the Principal or delegate, who may be required to inform the police.

3.3 As a School employee, you must report to the Principal:

(a) any concerns that you may have about the safety, welfare and wellbeing of a child or young person;

(b) any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;

(c) 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; and

(d) 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'; and

(e) if you become the subject of reportable allegations whether or not they relate to your employment in the School; and

(f) 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*[1] person from working or volunteering with children.

You should refer to the School's ***Child Protection Policy*** for further information about these obligations.

3.4 Please note that teachers and some other employees 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. You should refer to the School's ***Child Protection Policy*** for further information about these obligation

[1] As defined in the *NSW Child Protection (Working With Children) Act 2012* Section 18

4. Respect for people

The School expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the School's reputation. Therefore, all employees are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

4.1 Employees who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modelling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development.

4.2 Similarly, it is important for you to treat your colleagues, other employees, contractors, students and parents with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language, hate speech and physical abuse or intimidation towards other employees, contractors, students and parents is unacceptable. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.

4.3 You must not discriminate against, or harass for any unlawful reason (including hate speech), or bully for any reason any employee, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the School's ***Anti-Bullying Policy***. Unlawful harassment or discrimination may constitute an offence under the *Anti-Discrimination Act* 1977 or federal discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.

Bullying is repeated and unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety. Bullying is not part of reasonable management action carried out in a reasonable manner to effectively direct and control

the way work is carried out, which can include allocating work, giving feedback and addressing conduct or performance issues.

Harassment is any unwelcome behaviour that an employee finds offensive or which makes them feel intimidated or humiliated. Sexual harassment is behaviour of a sexual nature that makes an employee feel offended, humiliated or intimidated. This could include sexual advances, requests for sexual favours, sexual gestures, jokes or comments.

Discrimination is treating someone unfairly because of a characteristic they have, or they are assumed to have, that is protected by law. These characteristics include gender, marital status, pregnancy, breastfeeding, age, race, ethnic or national origin, disability, carer responsibilities, transgender, sexual orientation, medical conditions or political or trade union affiliations.

4.4 You should ensure that you are aware of the School's ***Anti-Bullying Policy***. If you believe you are being unlawfully harassed or discriminated against or bullied:

(a) 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 Deputy of each division in the first instance to seek guidance on how to do this; and/or

(b) raise the issue as a grievance in accordance with the School's ***Anti- Bullying Policy*** as soon as possible after the incident(s) have occurred.

4.5 The School takes reports of unlawful discrimination and harassment or bullying 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.

4.6 If you lie about or exaggerate a complaint, the School will view this as a very serious matter, and you may be disciplined or dismissed.

5. Duty of Care and Work Health and Safety

As a School employee, you have a duty of care to students in your charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.

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.**

Duty of care

5.1 As a School employee, 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. 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.

5.2 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.

5.3 You should ensure that you are aware of the School's ***Child Protection Policy; II. General Guideline section - Supervision of Students, Excursions***.

Work health and safety

5.4 You also have a responsibility under work health and safety legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your

activities do not place at risk the health and safety of your co-workers, students or other persons that you may come into contact with at work.

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

5.6 You should ensure that you are aware of the School's ***Work, Health & Safety Policy***.

Supervision of students

5.7 You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.

5.8 You should be familiar with and comply with the School's evacuation procedures.

5.9 Students should not be left unsupervised either within or outside of class. You should be punctual to class and allocated supervision.

5.10 At after school activities the coach of each club should remain with students until all students have been collected. In the event that a student is not collected he/she should remain with the student until they are collected, or seek advice from Deputies.

5.11 Playground supervision is an integral part of the responsibility of teachers. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around.

5.12 You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the Deputy of each division. Additional detail about student bullying is set out in the ***Anti- bullying Policy.***

5.13 Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact the school office.

5.14 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 Policy***).

6. Professional relationships between employees and students

As a School employee, you are expected to always behave in ways that promote the safety, welfare and well-being 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.

While not all employees are required to manage and supervise students, it is important for all School employees to understand and observe the School's child protection policies.

Supervision of students

6.1 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 supervisor and/or the Principal.

6.2 You should never drive a student in your car unless you have specific permission from your supervisor and/or the Principal to do so. In the event of an emergency you should exercise discretion but then report the matter to your supervisor.

6.3 If you wish to conduct a private conversation with a student you should consider the time and venue carefully to avoid placing yourselves in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the student and the door.

6.4 When confiscating personal items, such as mobile phones or hats, ask students to hand them to you. 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

Physical contact with students

6.5 You must not impose physical punishment on a student in the course of your professional duties.

6.6 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. You should seek reassurance from the student by asking for a volunteer if necessary to demonstrate a particular activity.

6.7 Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability the management of toileting needs should be included in the student's individual management plan.

6.8 When congratulating a student, a handshake, pat on the shoulder or brief hug are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable.

6.9 Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and seek their consent.

6.10 Sometimes in ensuring duty of care you may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy must be in keeping with the School's behaviour management practices or individual student management plans. You should report to your supervisor and document any such incidents.

Relationships with students

6.11 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:

(a) the law prohibiting sexual relations with a person under the age of consent (16 years); and

(b) the law prohibiting sexual relations between a teacher and a student at their school who is under the age of 18 years.

6.12 You must not develop a relationship with any student that is, or that can be interpreted as having 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 policy. 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.

6.13 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 should report your concerns to your supervisor and/or the Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.

6.14 At all times when speaking with students care must be taken 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.

6.15 You may, as part of your pastoral care role, engage in discussion with students. This is entirely appropriate. However you must be cautious about 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.

6.16 You must not:

(a) invite students to your home;

(b) visit students at their home; or

(c) attend parties or socialise with students,

unless you have the express permission of the Principal and their parents or care giver.

6.17 You must not engage in tutoring or coaching students from the School without the express permission of the Principal.

6.18 You must not invite students to join your personal electronic social networking site/s or accept students' invitations to join their social networking sites (see Section 7 - **Appropriate use of electronic communication and social networking sites**).

6.19 You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student (see Section 10 - **Declaring gifts, benefits and bribes**)

6.20 Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations completely, another member of staff should make any significant decisions relating to the student's assessments and have those endorsed by a supervisor.

6.21 You should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.

Child protection

6.22 You must be aware of and comply with the School's ***Child Protection Policy***.

6.23 As set out in **Section 3** you must report 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 to the Principal. This includes self disclosure if the allegation involves you.

6.24 Broadly, 'reportable conduct' means:

(a) a sexual offence,

(b) sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence)

(c) an assault against a child,

(d) ill-treatment of a child,

(e) neglect of a child,

(f) an offence under section 43B (failure to protect) or section 316A (failure to report) of the *Crimes Act 1900,* and

(g) behaviour that causes significant emotional or psychological harm to a child.

whether or not the child consents.

6.25 Reportable Conduct does not extend to:

(a) 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

(b) 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

(c) conduct of a class or kind exempted from being reportable conduct by the *Children's Guardian Act*, *2019* under section 30.

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

6.27 The requirements outlined in Section 6 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.

The Working With Children Check

6.28 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.

6.29 You must have a Working With Children Check clearance which will be valid for a period of five years. You are responsible for renewing your Working With Children Check every five years.

7. Appropriate use of electronic communication and social networking sites

The School provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the School's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever.

7.1 You must comply with the School's [*Information Technology, Computer, Telephone and Equipment Code of Use, Social Networking Policy and Cyber Safety Policy*]. This includes:

(a) exercising good judgment when using electronic mail, following the principles of ethical behaviour;

(b) using appropriate and professional language in electronic mail messages;

(c) being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;

(d) not sending messages that are harassing, discriminatory, hate speech, defamatory, threatening, abusive or obscene;

(e) not inviting students into your personal social networking site or accept an invitation to theirs;

(f) not using social networking sites to email or contact students;

(g) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and

(h) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

7.2 You must never use the School's networks to view, upload, download or circulate any of the following materials:

(a) sexually related or pornographic messages or material;

(b) violent or hate-related messages or material;

(c) racist or other offensive messages aimed at a particular group or individual;

(d) malicious, libellous or slanderous messages or material; or

(e) subversive **or other messages or material related to illegal activities.**

8. Use of Alcohol, Drugs and Tobacco or Electronic cigarettes

Work Health and Safety is of fundamental importance to the School. Maintaining a safe work environment requires everyone's continuous cooperation.

8.1 You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk you or any other person's health and safety.

8.2 As a School employee, you must:

(a) not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;

(b) not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;

(c) notify your supervisor if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;

(d) take action to resolve any alcohol or other drug-related problems that you have; and

(e) consult with your supervisor or Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

8.3 As a School employee, you must not:

(a) 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 your employment and referral to the Police;

(b) give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and

(c) supply or administer prescription or non-prescription drugs to students unless authorised to do so.

Alcohol

8.4 You must not take alcohol to School or consume it during School hours or at any School function at any time School students are present, including those events conducted outside School premises unless expressly permitted to do so by the Principal. A School function is any occasion organised by the School and/or in the School's name, including dances, farewells, excursions, sporting fixtures and fund raising events.

8.5 You must not:

(a) purchase alcohol for, or give alcohol to, any School student (or to any other person under the age of 18 years); and

(b) encourage or condone the use of alcohol by students of any age during educational activities.

Tobacco or Vapes

8.6 You must not smoke or vape or permit smoking or vaping in any School buildings, enclosed area or on School grounds. This includes all buildings, gardens, sports fields, cars and car parks.

8.7 You must not purchase tobacco, tobacco products or vapes for any School student, or give them tobacco, tobacco products or vapes.

9. Identifying and Managing Conflicts of Interest

Private interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of the School.

9.1 As a School employee, you must not act in conflict with the School's best interests. A conflict of interests can involve:

(a) pecuniary interests i.e. financial gain or loss or other material benefits;

(b) non-pecuniary interests i.e. favours, personal relationships and associations.

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

(a) the interests of members of your immediate family or relatives (where these interests are known);

(b) the interests of your own business partners or associates, or those of your workplace; or

(c) the interests of your friends.

9.2 When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to your supervisor or the Principal.

9.3 You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

9.4 Entering into a sexual or romantic relationship with another staff member or a parent or member of the school community may be a conflict of interest and should be raised with the Principal or delegate so that appropriate measures can be implemented to manage the conflict if possible. The School reserves the right to forbid the relationship if the conflict cannot be managed in a way that protects the interests of a student/s and the School.

10. Declaring Gifts, Benefits and Bribes

As an employee, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful.
You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

10.1 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 Principal or delegate.

10.2 Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of the School and its staff. You must not create the impression that any person or organisation is influencing the School or the decisions or actions of any of its employees.

10.3 If 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 $70 must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the School.

10.4 When such a gift is accepted, you must advise your Principal or delegate. They will determine how it should 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 asset register as a donation or other such record established for that purpose.

10.5 Sometimes employees might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the School. If you win a prize, you must advise your supervisor or the Principal who will determine how the prize should be treated and recorded.

11. Communication and Protecting Confidential Information

Communication

11.1 You are required to comply with *the established line of communication with parents in the School*.

11.2 You 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.

11.3 You should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Principal or delegate in the context of grievance resolution.

11.4 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.

11.5 The media should not be given access to students or allowed entry to the School without the express permission of the Principal. You should not make any comments to the media about the School, students or parents without the express permission of the Principal.

Confidential information

11.6 As a School employee, you must only use confidential information for the work-related purpose it was intended.

11.7 Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal**.**

11.8 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

Privacy

11.9 Sensitive and personal information should only be provided to people, either within or outside the School, who are authorised to have access to it.

11.10 You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other School employees. Normally information 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 expertise.

12. Record Keeping

12.1 All employees have a responsibility:

(a) to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and

(b) to capture or store records in the School's record systems as directed by their supervisor.

12.2 You must not destroy or remove records without appropriate authority.

12.3 Supervisors have a responsibility to ensure that the employees reporting to them comply with their records management obligations.

12.4 Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the School.

12.5 Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

13. Secondary Employment

13.1 Employees engaged on a full-time basis must seek and obtain approval in writing from the School prior to engaging in any secondary employment or business activity, including employment within a family business.

13.2 Part-time and casual employees must also seek approval to undertake secondary employment from the School if the employment may result in potential conflicts of interest that could adversely impact on the employee's ability to perform their duties with the School, including work, health and safety concerns, or where the secondary

employment may affect the School's financial position, services, clients or standing in the community.

13.3. Approval for secondary employment is still required when employees are on leave, including periods of leave without pay.

13.4. Where an employee is already involved in secondary employment, they must provide details of the secondary employment to the School and obtain the necessary approval.

14. Copyright and Intellectual Property

14.1 When creating material, you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third-party copyright/other rights included in materials.

14.2 Advice relating to sharing or licensing the School's intellectual property should be sought from the Principal.

14.3 The School cannot give away or assign its intellectual property without the approval of the Principal or delegate.

14.4 If you develop material that relates to your employment with the School, the copyright in that material will belong to the School. This may apply even if the material was developed in your own time or at home.

14.5 You should not use the School's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.

15. Acknowledgement

I _____ have read, understood and agree to comply with the terms of this Code of Conduct.

_____ _____

Signed Dated

Copyright
© The Association of Independent Schools of NSW Limited
Updated December 2020
Copyright of this document is owned by The Association of Independent Schools of New South Wales Limited (AISNSW). AISNSW member schools are licensed to copy and amend this document for use in the school. Any other uses of the document require the written approval of AISNSW.
Disclaimer

AISNSW has taken care in the production of this publication. However, readers should understand that the information, guidance and advice is generic. Legislation and requirements change over time. This resource is based on requirements at the time of publication.
Where to seek further advice and informationAISNSW Workplace Management team can provide further information. Please contact on (02) 9299 2845.