



## Code of Conduct

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### 1. PURPOSE

To provide safety, wellbeing and welfare for our students and staff at The Geelong College.

At The Geelong College (College) all employees have a role and a responsibility to maintain ethical and high standards. We are respectful and positive professionals who strive for excellence in our profession and are committed to providing a child-safe environment. At all times we are to ensure we uphold and adhere to safe guards which provide for the safety, wellbeing and welfare of our students. At all times it is expected that employees and volunteers refrain from any abuse of their position of authority and trust.

Employees and volunteers should be aware of the College's policies available on the College Portal. Relevant policies are made available through induction, professional learning and at times of review and change. Clarification should be sought from a direct Line Manager/Head of School, Deputy Principal, Principal or member of College Executive if the scope or content of a policy, which must be complied with, is unclear.

### 2. POLICY

The Code of Conduct details the standards of behaviours that are expected of all staff of The Geelong College in the performance of their duties. It gives guidance in areas where staff need to make personal and ethical decisions. It is the intent of the College to ensure that these standards are maintained and staff can expect relevant and timely feedback when they are not complying with this policy.

### 3. SCOPE

This policy applies to all staff members of The Geelong College including approved volunteers. References to 'staff' throughout this policy also apply to volunteers.

### 4. ROLES AND RESPONSIBILITIES

#### 4.1 The Principal

The Principal is responsible for:

- Ensuring the College staff are aware of this policy upon arrival, employment and enrolment
- Maintaining currency and relevancy of the Code of Conduct
- Implementing standards of conduct as set out in this Code of Conduct.

#### 4.2 Staff Members and Approved Volunteers

4.2.1 Staff members are responsible for:

- Respecting the individual needs, cultural practices and beliefs of all members of the community in all interactions, both verbal and non-verbal
- Working with all members of the community to provide an environment that

**Title: Code of Conduct****Approved: 15 March 2018**

- encourages positive interaction and supports constructive feedback
- Being an active and professional member of the College
- Performing all duties to the best of their ability and being accountable for their performance
- Following reasonable instructions given by a Line Manager/Head of School or delegate
- Complying with lawful directions
- Carrying out duties in a professional, competent and conscientious manner
- Seeking suitable opportunities to improve their knowledge and skills
- Acting honestly and in good faith in fulfilling their duties
- Ensuring conduct, whether during or outside working hours is consistent with the ethos of the College and does not damage the reputation of the College
- Adhering to all policies related to Care for Students and Child Safety (See Section 5.2 of this policy)
- Dressing in a professional manner that is appropriate for their role  
*Dress Code Policy*
- To maintain appropriate behaviour at staff social functions  
*Drug and Alcohol Policy*
- To observe guidelines for the transport of students in vehicles  
*Duty of Care policy*

**4.2.2** Staff who manage or supervise staff - in addition to the above responsibilities are also expected to:

- Promote collaborative and collegial workplaces by developing a positive working environment in which all staff can contribute to the ongoing development of the college
- Exercise leadership by working with staff to implement performance and development process that are consistent with the staff member's conditions of employment
- Provide ongoing support and feedback to staff
- Model professional behaviour
- Establish systems which support effective communication and consult with and involve staff in appropriate decision making
- Take appropriate action if a breach of the Code of Conduct may have occurred.

#### **4.3 Additional Expectations for Teaching Staff**

In addition to the above expectations, teaching staff are expected to follow all procedures as outlined in the current Staff Handbook.

#### **4.4 Teaching and Learning Practice**

It is a requirement of all Teaching staff:

**Title: Code of Conduct****Approved: 15 March 2018**

- To carry out teaching practice in line with the academic and behavioural requirements of The College with the Vision for Learning as the foundation document for this
- To be an active curriculum team member in the appropriate learning area
- To attend all scheduled classes punctually and teach for the full designated period of class time
- To maintain accurate rolls of student attendance in line with expectations and to follow up unexplained absence through appropriate methods
- To maintain accurate and detailed records of student learning. These need to be sufficiently detailed to enable all appropriate reporting to be completed
- To develop, or have developed, a learning environment that is student-centred and engaging for all students, providing for individual differences
- To be prepared and organized for all lessons
- To collect and correct student work regularly with the turnaround time and feedback being commensurate with the task set.

**5. POLICY APPLICATION**

All staff must be aware of and understand all policies and procedures relevant to them and their role. The core documents are listed below. All policies and procedures can be located on the College portal.

**5.1 Care for Students and Child Safety**

The Geelong College is committed to the safety and wellbeing of children and young people at all times. Our community recognizes the importance of, and a responsibility for, ensuring our school is a safe, supporting, caring, compassionate and enriching environment. It is incumbent upon all staff to protect children and reduce any opportunities for child abuse or harm to occur. Further, all staff should be aware and comply with all procedures that avoid or minimize potentially compromising behaviours and situations. Staff need to be aware of and comply with child protection legislation, government policy, College policies and procedures and professional standards, codes or ethics as these apply to applicable staff.

- *Child Protection Statement*
- *Child Safety Code of Conduct*
- *Reportable Conduct of Staff, Volunteers and Others*
- *Child Safe Recruitment Practices*
- *Child Protection and Safety Policy*
- *Procedure for Responding to Reporting Allegations of Child Abuse*
- *Our Child Protection Officers – Make a Report*

**5.2 Care for Colleagues**

In the spirit of nurturing individual and collective wellbeing, the College community will have a responsibility to:

- Build an atmosphere of collaboration, trust, mutual respect and candor
- Recognise and respect the individual potential and talents of colleagues without discrimination

**Title: Code of Conduct****Approved: 15 March 2018**

- Encourage openness and tolerance among colleagues
- 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 policies
- Foster unity, harmony and cooperation in working relationships
- Respect the ethical professional practice of colleagues in other settings
- Communicate with colleagues, other employees, volunteers, contractors, students, volunteers, parents and guardians with respect.

Rude and abusive behavior towards other employees, volunteers, contractors, students and parents is unacceptable.

Employees and volunteers with concerns about the health (physical, mental or intellectual) and wellbeing of colleagues or the safety of others should take their concerns to the Principal or the Deputy Principal. Should employees and volunteers not be able to make such contact should contact the Head of School. Concerns about a Principal should be reported to the Chair of The Geelong College Council.

### **5.3 Communication and Use of Technology**

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

- *ICT Acceptable Use Policy*

### **5.4 Drugs, Alcohol and Tobacco**

- *Drug and Alcohol Policy*

### **5.5 Sexual Harassment**

Sexual harassment is unlawful and never condoned by The Geelong College. Employees and volunteers must not engage in sexual harassment and must abide by all relevant policies.

- *Workplace Behaviour Policy*

### **5.6 Workplace Harassment and Bullying**

Workplace harassment and bullying are not acceptable and never condoned. Employees and volunteers must not engage in workplace harassment or bullying and must abide by all relevant policies.

- *Workplace Behaviour Policy*

### **5.7 Discrimination**

Discrimination may be unlawful. The Geelong College does not condone unlawful discrimination. Employees and volunteers must not engage in conduct, which is unlawful discrimination (direct or indirect) and must abide by all relevant policies.

**Title: Code of Conduct**

**Approved: 15 March 2018**

- *Workplace Behaviour Policy*

## **6. BREACH OF THIS POLICY**

Staff members hold a position of trust and are accountable for their actions.

All staff have a responsibility to report or address a possible breach of the *Code of Conduct* by any staff member as soon as it becomes evident.

In the event of a serious breach of the *Code of Conduct*, deemed by the Principal or Delegate, that requires an immediate investigation and the staff member's withdrawal from their workplace until the outcome is determined, this will be advised at the appropriate time.

## **7. POLICY REVIEW AND UPDATE**

This policy will be reviewed on an annual basis and more frequently as the need arises