



# DURACK SCHOOL CODE OF CONDUCT

The NT Department of Education (DoE) policy requires that all schools develop a Code of Conduct to assist in providing a safe and positive learning environment.

## AIMS

- To assist the school in providing a safe and positive educational environment
- To clarify the standard of behaviour that is expected of all staff (including School Council employees) in the performance of their duties.

## IMPLEMENTATION

The Code of Conduct reviewed and presented to staff at the commencement of the school year and to new employees at the commencement of employment.

The Code of Conduct to be signed by staff at the commencement of employment or when the code is updated.

All persons over 15 years of age who are present on school premises (including DoE employees, school board employees, external contractors and volunteers, but excluding enrolled students) whose work involves or may potentially involve contact with children, require a **Working with Children Clearance Notice** (or "Ochre Card"). A specific exemption is available to parents who volunteer in their child's class under the supervision of the teacher (not overnight excursions).

All school employees undertake **Mandatory Reporting** training and are aware of the mandatory reporting obligations.

All school staff wear identification badges.

Visitors are required to sign in and out of the school in the sign-in book.

## PROFESSIONAL AND APPROPRIATE BEHAVIOUR

Recognise and respect the authority of the school principal and/or the school board.

Accept and follow all reasonable instructions from the principal or supervisor and seek clarification where there is uncertainty of tasks or requirements.

Perform work duties competently and responsibly, with a focus on delivering or supporting high quality educational services to students.

Be aware that unlawful or unprofessional conduct, even in a private capacity, which damages the reputation of the school or the department, may lead to appropriate disciplinary action.

Be honest and fair, dress appropriately and act in a professional way that shows respect for others and models appropriate standards for students.

If making public comment or entering into public debate on political and social issues, make it clear that the comments are made in a private capacity and do not represent the official view of the school or the department.

## **INTERACTION WITH STUDENTS**

Recognise that staff members whose work involves communicating with students have a special responsibility in providing appropriate role models for those students. Communication with parents, staff and students remains on a professional basis at all times.

Staff members are strongly discouraged from communicating with students currently enrolled in any NT school using:

- a personal mobile phone, either verbally or by text message
- a private or personal email address
- Internet social networks such as Facebook, MySpace or YouTube.

Should a valid reason exist (e.g. family relationship, sports coaching) for staff to be communicating with students, this should be discussed with the principal in the first instance.

## **DUTY OF CARE**

Duty of care is the obligation to do everything reasonably practicable to protect others from foreseeable harm. When participating in school activities, all individuals must take reasonable care to avoid foreseeable risk to others, particularly students. By virtue of their position, teachers owe a special duty of care to students which cannot be delegated to a non-teacher.

## **PRIVACY AND CONFIDENTIALITY**

Observe confidentiality in respect of all information gained through participation in school activities - all information held by schools should be handled with care and individuals should not discuss nor disclose personal information about students, staff or students' parents/carers that may have been accessed in the course of their duties.

## **LEGISLATION, POLICY AND PROCEDURES**

Comply with all relevant laws, regulations, policies and procedures.

Declare a potential or actual conflict of interest, including external employment, to the school principal.

Only take leave of absence from work duties when authorised to do so by the school principal or delegate.

Be aware of and comply with the school's records management procedures, maintain the security of all official school information and documents and ensure compliance with relevant privacy legislation.

Report any unethical or inappropriate behaviour, breaches of the law, departmental or school policies and directives, to a supervisor or the school principal.

Comply with relevant laws and protocols when in 'prescribed areas' of the Northern Territory.

## **HEALTH AND SAFETY**

Observe safe work practices including complying with relevant health and safety regulations e.g. wearing protective clothing and footwear, reporting any problems, incidents, injury or property damage as they arise to the school principal.

Observe the department's zero tolerance approach to occupational violence and not behave in ways that a reasonable person would consider to be offensive, intimidating, humiliating, aggressive, threatening or abusive.

Not harass, victimise or discriminate against any person on the basis of personal attributes e.g. disability, age, gender, race, religion, political affiliation, marital status, sexual preference.

Not possess, supply, consume or be affected by alcohol or illicit drugs in any circumstances during hours of duty when in contact with students.

Not supply, distribute to or encourage the use of alcohol or illicit drugs by students or other school members.

Observe the DoE and Durack School's Smoke-free Premises Policy.

## **USE OF SCHOOL RESOURCES**

Act within delegated authority and comply with legislative requirements, policies and procedures when purchasing or managing resources on behalf of the school.

Only use school or departmental equipment, resources and consumable items for the work and business of the school to the extent as permitted. Approval must be gained from the Principal for the use of school equipment and resources off site.

Comply with the acceptable use of resources and electronic communications as outlined in the Northern Territory Government ICT Policy.

Care must be taken to ensure there is no breach of copyright law or licencing arrangements when copying any school property such as software, work sheets and reference materials.

## **MOBILE PHONES AND ELECTRONIC DEVICES**

Personal communication (emails, internet search, phone calls and texting, etc) should be limited to emergencies only during work time which includes non-contact time.

This policy has been developed in line with the DoE Code of Conduct for Schools.

Date Ratified by Durack School Board: 20 September, 2016

Review Date: September, 2018