



## CODE OF CONDUCT POLICY

### Rationale

This Code of Conduct Policy clarifies the standards of behaviour that are expected of staff in the performance of their duties. It gives guidance in areas where staff need to make personal and ethical decisions.

This school-based policy is informed by the Department of Education and Communities Code of Conduct.

### Outcomes

Provide an ethical framework to guide actions, a consistency in standards of professional behaviour and to highlight the requirement placed upon staff by Department of Education and Communities in terms of the standards expected of them.

### Implementation

*See the Department of Education Code of Conduct policy:*

<https://education.nsw.gov.au/policy-library/policies/code-of-conduct-policy?refid=285855>

### As Members of the School Community we will:

- Demonstrate professional standards of conduct, language and communication with students
- Demonstrate professional standards of dress, including appropriate footwear.
- Be aware of community standards and expectations.
- Maintain a professional and trusting relationship with students
- Be a role model for the school and students.
- Take pride in the school and the teaching profession
- Recognises and encourages individual worth and potential
- Be prepared to participate in school events such as student learning conferences, staff and group meetings, presentation nights, inter school sports and parent meetings.
- Refer to the **Department of Education and Communities Code of Conduct** for guidance in the following areas:
  - DEC ethics and values
  - Purpose of the Code of Conduct
  - Department's expectations of its employees
  - Reporting concerns about employee conduct
  - Respect for people
  - Duty of Care
  - Professional relationships between employees and students

- Appropriate use of electronic communication and social networking sites
- Use of drugs, alcohol and tobacco
- Identifying and managing conflicts of interest
- Recruitment
- Record keeping
- Declaring gifts, benefits and bribes
- Private and secondary employment
- Protecting confidential information
- Managing your political, community and personal issues
- Lobbying
- Post separation employment
- Signatures
- Personal references
- Using public resources wisely
- Copyright and intellectual property

### **As A Faculty Member**

- Be a team player
- Be responsible, proactive and alert to the running of the school
- Be supportive of colleagues
- Participate in school programs and comply with school policies such as welfare, sport, uniform, roll marking, playground duty (consult policy folder for more detail)
- Maintain professional development through reading and professional learning opportunities at school
- Fulfil administrative duties with diligence and meet deadlines, e.g. reports, registers, marking, etc.
- Share knowledge and resources
- Work to develop a culture of ‘problem solution’ rather than a culture of blame

### **As a Classroom Teacher**

- Be adequately prepared for all lessons
- Be punctual and attend regularly
- Demonstrate interest and enthusiasm for teaching
- Know your subject
- Be firm but fair and sensitive to the needs of others
- Possess the right balance of caring and discipline with students
- Have clear rules, expectations and strategies for classroom management
- Know and follow school/faculty policies and procedures

### **Evaluation**

Annual evaluation or in response to changes in DEC Policy and/or an incident within the school that necessitates an evaluation of current documents.