



Coogee Boys' Preparatory School

Code of Professional Conduct Table of Contents

1. <u>Mission</u>	Page 3
2. <u>Statement of Values and Ethos</u>	Page 3
3. <u>Introduction</u>	Page 4
4. <u>Implementation</u>	Page 5
5. <u>Purpose</u>	Page 5
6. <u>Application</u>	Page 5
7. <u>Obligations and Requirements</u>	Page 6
8. <u>Expectations of Employees</u>	Page 7
9. <u>Expectations of Principal, Head of School and Deputy Head</u>	Page 7
10. <u>Consequences of a Breach of the Code of Conduct</u>	Page 8
11. <u>Reporting Concerns about Child Protection Matters</u>	Page 11
12. <u>Duty of Care</u>	Page 11
13. <u>Professional Relationships between Colleagues</u>	Page 16
14. <u>Appropriate Communications by Employees</u>	Page 17
15. <u>When communicating it is expected that each employee will</u>	Page 19
16. <u>Appropriate use of Social Media</u>	Page 21
17. <u>Maintaining Records and Data</u>	Page 22
18. <u>Plagiarism</u>	Page 22
19. <u>Fraud</u>	Page 24
20. <u>Intellectual Property and Copyright</u>	Page 24
21. <u>Managing Professional Reputation</u>	Page 25
22. <u>Use of Medications, Alcohol, Tobacco and Illicit Substances</u>	Page 25
23. <u>Prescribed Medications</u>	Page 26
24. <u>Alcohol, Tobacco and Illicit Substances</u>	Page 26
25. <u>Provision of Medications, Alcohol, Drugs and Tobacco to Students</u>	Page 27
26. <u>Identifying and Managing Competing Interests</u>	Page 27
27. <u>Conflict of Interest</u>	Page 27
28. <u>Secondary Employment</u>	Page 28
29. <u>Employees as Parents/Carers of School Students</u>	Page 29
30. <u>Employees Working in the School their Child Attends</u>	Page 29

31.	<u>Employment of Family Members</u>	Page 30
32.	<u>Engagement of Family Members as Contractors</u>	Page 31
33.	<u>Recruitment</u>	Page 32
34.	<u>Political Commentary</u>	Page 32
35.	<u>Professional Dress</u>	Page 32
36.	<u>References</u>	Page 33
37.	<u>Confidentiality and Privacy</u>	Page 33
38.	<u>Classification</u>	Page 34
	• <u>Orientation to New Policies</u>	Page 35



Coogee Boys' Preparatory School

Code of Professional Conduct Policy

1. Mission

The purpose of this code of conduct is to promote a common understanding and consistency in expected standards of behaviour for employees. It may be applied to all people engaged to work in or provide services for the School.

The code of conduct is not intended to be exhaustive but it does outline standards of conduct and behaviour that are expected of all Coogee Prep Staff.

2. Statement of Values and Ethos

The mission of the School Community is to foster the dignity, self-esteem and integrity of their employees and of every person who provides a service to the School.

All Coogee Prep Staff must uphold this mission by modelling positive relationships and acting in a manner that creates a safe and productive educational and pastoral environment. All those working at the school are engaged in child-related employment, and are therefore subject to the obligations and duties imposed through applicable legislation, policies, procedures and standards.

The School seeks to create a caring and safe environment where teachers aspire to and affirm the highest standard of ethical conduct. All staff are required to engage in positive workplace relationships, actively support the development of a culture that does not condone improper conduct or violation of relationships through practices such as intimidation, bullying, harassment, breach of professional boundaries or abuse of power.

This policy document is in the belief that all Coogee Prep staff should be:

- Acting professionally and with integrity in all relationships and situations;
- maintaining relationships that develop within the context of acceptable social values;
- honouring the equality of women, men and children;
- promoting a safe and supportive educational environment, whether in the classroom, the office or the community, through the delivery of professional services;
- consistently honest, trustworthy and accountable.
- promoting a safe and supportive school environment for students, employees and the broader school community;
- promoting behaviours that are consistent with the School's values and ethos.

3. Introduction

This code of conduct draws on the School's values, attitudes and ethos that guides the work of everyone employed at Coogee Boys' Preparatory School.

The code of conduct embraces the principles and values inherent in the School's Mission Statement and is underpinned by relevant legislation, policies, procedures and standards at both the state and federal level.

There are significant pieces of legislation and standards that are key to this policy;

- **The Children and Young Persons Act 1998 (The Care and Protection Act) (NSW);**
- **The Child protection (Working With Children) Act 2012 (NSW);**
- **The Ombudsman Act 1974 (NSW) (The Ombudsman Act)**
- **The Australian Professional Standards for teachers – Teacher Accreditation Act 2004 (NSW);**

4. Implementation

- Original Implementation: Term 1, 2014
- Original Approval: Term 2, 2014
- Latest Review: Term 3, 2018
- Due for Review: Term 3, 2020

5. Purpose

The code of conduct is intended to:

- clarify the parameters of appropriate and inappropriate conduct for all Coogee Prep employees, Sub-contractors/contractors, consultants, volunteers and others (as noted)\

6. Application

The code of conduct applies to any person engaged to work in or provide services in or to Coogee Boys' Preparatory School.

This includes:

- All paid staff of CPS, on a permanent, temporary or casual basis;
- contractors, sub-contracted staff including, but not limited to, staff engaged through agencies as casuals and staff engaged in maintenance on school site;
- trainees and interns including students on tertiary practicum placements or work experience;
- consultants;
- volunteers;
- Randwick Presbyterian Church members.

Principal/Head of School/CPS Board/manager include:

- The Principal/Proprietor- Mr John Dicks, and Head of School- Ms Kerry Gershon
- business managers/accountants: Jack Lawrence Pty Ltd
- Board of Directors: Mr Stuart Brown, Mr Tim Brown, Mr David Jepsen, Ms Dinah Ginis

Where this code of professional conduct refers to employees, the term employees covers all categories of persons listed above and all requirements of this document apply to the listed categories of persons.

By working in or with Coogee Boys' Preparatory School all above mentioned are required to be aware of and comply with this Code of Conduct document.

7. Obligations and Requirements

The code of conduct requires:

- Employees to take responsibility for their own conduct;
- employees to conduct themselves in a manner that is professional, co-operative and consistent with the Code of Conduct Policy.

The Principal and Head of School are to ensure that all employees are made aware of the expectations contained within this Code of Conduct Policy as part of their induction and ongoing employment.

There may be consequences for a breach of the code of conduct (refer to this section for relevant details).

8. Expectations of Employees

An employee is expected to:

- act in accordance with the, ***Positive Workplace Relationships Policy and Guidelines,***
- perform duties to the best of their ability and be accountable for their performance
- follow reasonable instructions and comply with lawful directions from the Principal and/or the Head of School and when appropriate, School executive
- carry out duties in a professional and competent manner
- participate in relevant personal and professional development opportunities in order to continuously improve knowledge and skills
- act in an honest and impartial manner (including in situations where they have strong personal views)
- work collaboratively to ensure his/her safety as well as the safety of others
- maintain a professional reputation, including in his/her personal/private life
- be familiar with the legislation under which he/she is employed, as this may specify requirements with which he/she needs to comply

- act in good faith by not making unfounded complaints, with malicious, frivolous or vexatious intent, against another person.

9. Expectations of Principal, Head of School and Deputy Head

The Principal, Head of School and Deputy Head are required to report any relevant child protection allegation in accordance with the following Coogee Prep child protection policies:

1. Child Protection Policy: Reporting Concerns to Police and Family and Community Services
2. Child Protection Policy: Responding to Complaints and Allegations
3. Child Protection Procedures: Responding to Complaints and Allegations.

The Principal, Head of School and Deputy Head, in addition to the above responsibilities, is expected to:

- Promote a collaborative and collegial workplace;
- exercise leadership by working with staff to implement performance and development processes that are consistent with the employee's conditions of employment;
- provide ongoing support and feedback to staff;
- establish systems within the employee's area of responsibility that support effective communication;
- consult with and involve staff in appropriate decision-making;
- inform employees of the code of conduct and all relevant policies, and make these documents accessible to them;
- take appropriate action if a breach of the code of conduct is found to have occurred.

Whilst different arrangements for engagement may apply for contractors, students on tertiary practicum placements and volunteers, they are still expected to conduct themselves in accordance with the principles underpinning the Code of conduct.

10. Consequences of a Breach of the Code of Conduct

- An employee holds a position of trust and is accountable for his/her actions.

- Consequences of inappropriate behaviour and breaches of the code are described in various legislation, policies, procedures and standards applicable to Coogee Boys' Preparatory School.
- If an employee's actions are found to be inappropriate, unethical or appear to breach the standards of the code of conduct, the Principal and/or the Head of School has a responsibility to address any possible breach as soon as he/she becomes aware of it. This includes behaviour that is:
 - Dishonest, fraudulent, corrupt;
 - illegal – including, but not limited to: theft, drug offences, any use of violence or threat of violence, or criminal damage against property;
 - a breach of other legislation;
 - unsafe or dangerous behaviours;
 - a gross mismanagement or a repeated breach of administrative procedures;
 - conduct that may cause financial or non-financial loss, or be detrimental to the school's reputation, or standing within the educational community.

An alleged breach of the code of conduct may require a report to be made by either a Principal or employee internally. The alleged breach may also need to be referred to external authorities under relevant legislation. The School would initially seek counsel from the Association of Independent Schools (AIS)

If any employee becomes aware of a breach of the code of conduct by a colleague, he/she should report this directly to the Principal and/or the Head of School. If an employee is unsure about whether something needs to be reported, he/she may contact their union organiser or directly to the IEU.

If an employee is concerned about an alleged breach of the code of conduct by the Principal, this should be reported to the Head of School, or directly to a CPS Board member.

All reasonable steps will be taken to maintain the confidentiality of the person making the report. No adverse action will be taken by the School against a complainant who makes a report in good faith. Persons making a report will be protected against reprisal, dismissal or discriminatory treatment as a result of making a report. Making a false complaint will be regarded as serious misconduct and will result in disciplinary action.

Every alleged breach of the code of conduct will be investigated as appropriate and proportionate to the alleged conduct. In investigating an alleged breach of the code of conduct, objective and impartial processes will be followed. Generally, where the report concerns the actions of another person, that person would be informed of the complaint in writing, where appropriate. This is subject to considerations such as maintaining the anonymity of the person making the report, or advice from external parties such as police or Family and Community Services.

The appropriate action to be taken in each case will be determined by the facts and circumstances. The seriousness of the alleged breach will usually determine the level of investigation.

Appropriate action is determined by considering:

- The nature and seriousness of the breach;
- prior breaches;
- when the prior breaches occurred;
- mitigating circumstances;
- assessment of risk; and
- whether the breach would be serious enough to warrant formal disciplinary action.

Outcomes may include:

- counselling;
- performance management;
- professional learning/development;
- increased supervision or monitoring;
- coaching or mentoring;
- specialist assessment or informal or formal disciplinary action;
- demotion;
- termination.

11. Reporting Concerns about Child Protection Matters

As Coogee Boys' Preparatory School, is child-related employment and is therefore subject to relevant child protection legislation. Under this legislation, there are specific requirements for employees in reporting matters of concern, including the obligation to:

- Inform their employer if they are charged or convicted of an offence relevant to working in child-related employment, or have had any reportable allegation made against them;
- report to the employer any allegations or convictions of reportable conduct involving an employee, as required by the head of agency pursuant to Part 3A of the Ombudsman Act 1974 (NSW);
- report any information or concerns about inappropriate behaviour by another employee which involves a student or any other child or young person under the age of 18 years;
- fulfil their legal obligations to report to the Principal and /or the Head of School any risk of significant harm to a child, or to report possible criminal activity in accordance with the relevant legislation and School Policy
- Maintain the confidentiality of all parties concerned. In any matters where there is doubt as to the requirements of confidentiality, the employee should seek the advice of their Principal and/or the Head of School. The employee may also choose to seek appropriate advice from their union (IEU) regarding requirements of confidentiality.

12. Duty of Care

Coogee Boys' Preparatory School has a duty of care to all staff, volunteers and contractors to provide a safe place of work.

Employees have a legal and moral obligation to take reasonable care for their own safety and the safety of others, including colleagues, students and others they meet, as part of their employment. Duty of care cannot be universally defined for all possible situations but requires a consideration of the context, the risks to students and others, and the assessment of reasonable steps that would be required in the circumstances.

Duty of care obligations arise from the specific role and responsibilities of the employee and may include:

- providing supervision;
- ensuring that grounds, premises and equipment are safe;
- implementing strategies to prevent bullying and harassment;
- following procedures relating to safety, welfare and wellbeing;

- providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a person who is injured or becomes sick at school;
- complying with legislative and other prescribed obligations under work health & safety legislation and regulations, including those related to induction, emergency procedures and fire safety requirements;
- complying with relevant child protection legislation, policies, procedures and standards, including reporting risk of significant harm to a child or young person.

****Note that the WHS Act extends this to include not just the school, but other locations and sites staff and students attend for educational purposes, including excursions and sporting locations.***

Professional Relationships and Boundaries between Employees and Students:

Employees are expected to behave in ways that promote the health, safety and wellbeing of students. All staff must understand and observe child protection legislation, policies, procedures and standards, including the maintenance of appropriate boundaries with children and young people. Employees must be aware of the policies around allegations of reportable conduct against employees.

Employees must be aware that their interactions with students are based on a trusting relationship arising from the nature of their role in the workplace, and that these relationships are open to scrutiny. This includes interactions with children and young people which occur outside of the workplace. Employees must not develop or allow to develop a relationship with any student which could be interpreted as being personal rather than professional.

Under no circumstances will a sexual relationship between an employee and a student be tolerated. Such relationships may be subject to the ***Crimes Act 1900 (NSW)***. Relationships developed with students during the course of their schooling and pursued after the students have left the school could also attract legal recourse.

Where there are existing personal relationships such as family relationships or close friendships that involve an employee and a student, the employee needs to be transparent, prudent and mindful of any perceived conflict of interest. The employee must ensure that he/she does not breach the code or any other relevant policy.

Employees are required to inform the Principal and/or the Head of School in situations where family or friendship relationships with students exist. Employees must be mindful of any perceived conflict of interest if they are involved in educational decisions involving family members or close friends.

While not all employees are required to manage and supervise students, it is essential for all employees to understand and observe child protection policies.

Unacceptable behaviour includes but is not limited to:

- communication without an appropriate professional reason authorised by the principal – expectations for all staff are set out in the relevant School policies available to all staff;
- inviting students to join an employee's social networking site/page/group;
- accepting an invitation to join a student's social networking site/page/group;
- attending parties with or socialising with students;
- inviting students to the employee's home;
- attending the home of a student without an appropriate professional reason and the consent of the parent or guardian and Principal and/or the Head of School;
- the transporting of a student in a vehicle except in the case of a prior existing personal relationship (i.e. the student and teacher are family members) where permission has been granted by the parents and the Principal or the Head of School. However, an employee may transport a student in their own vehicle in an emergency situation, and if parent/guardian permission cannot be obtained, a second adult should accompany the staff member. In these circumstances, the principal must be informed as soon as possible before or after the student has been in the teacher's car;
- using sexual innuendo or inappropriate language or material with students;
- engaging students in conversations of an intimate personal nature including disclosing private information;
- giving students gifts which may encourage them to think they have a special relationship with the employee;
- discussing your personal life, sharing personal belongings/materials and/or photographs/videos/other media

- with students and/or parents/caregivers without an appropriate professional reason;
- addressing students in an overly familiar way (i.e. using pet names);
- sharing your phone/personal email/home address contact details with students and/or parents/caregivers without an appropriate professional reason;
- physically entering a student's personal space/boundaries without an appropriate professional reason;
- inappropriate language in the presence of students, parents/caregivers, colleagues and/or school community members;
- spending time with students outside of school hours on/off the school site or via electronic media without an appropriate professional reason;
- taking photos/videos/other media of students without an appropriate professional reason and authorisation from an appropriate member of the school leadership and/or retaining these on your device after these have been uploaded to the appropriate school server/data storage facility;
- posting/publishing/printing/sharing and/or sending photos of students on websites, social media and/or other electronic or print media without parental permission and appropriate professional reason;
- implementing behaviour management strategies which are demeaning and/or age inappropriate for students;
- being in/on a student's vehicle without an appropriate professional reason.

An employee is obliged to be aware of the relevant legislation which prohibits:

1. Sexual relations with a person under the age of legal consent.
2. Sexual relations between a teacher and a student.
3. Possession, production, displaying or transmission of child pornography.

Employees need to recognise the special position of trust and influence that a teacher or other school employee has with a student. This position of trust may continue after a student has left the school. It may also continue after the student has turned 18 years of age. Extreme care must

be taken in any relationship between a teacher (or another school employee) and a former student, even one over 18 years of age.

Before entering into a personal, intimate or sexual relationship with a former student, a teacher or other school employee should consider many factors including:

- The special relationship of trust and influence which is created between a teacher (or other school employee) and student, arising from the nature of the employee's role;
- the age and maturity of the former student;
- the time that has passed since the student had left the school;
- the expectation that teachers will not act contrary to the School's values and ethos;
- the perceptions of the community of such a relationship;
- the potential impact on the reputation of the School, and the teaching profession, because of the relationship.

A sexual relationship with a former student entered into by a teacher may be found to be sexual misconduct if it is established that the employee used his or her position to develop and maintain a personal or intimate relationship with the student before the student left the school.

13. Professional Relationships between Colleagues

Coogee Boys' Preparatory School is a professional workplace which require professional relationships between employees, and between employees and the Principal. The employer and employees are expected to conduct themselves in ways which are conducive to positive workplace relationships.

Employees should refer to the Positive Workplace Relationships: Prevention of Bullying and Harassment in the Workplace – Policy and Guidelines for further information around professional relationships between colleagues.

Conduct which is not consistent with professional relationships:

- Gossip;
- inappropriate personal remarks to a colleague or other persons about a colleague;
- forming alliances/cliques which exclude other colleagues;

- offensive, hostile or discriminatory conduct and behaviour which may cause offence or isolation of a colleague;
- intentionally withholding information.

It is important to note that ***discrimination law at both State and Federal levels***, the focus is on the impact on the person rather than the intention of the individual/s involved. Care must be taken to, consider sensitivities regarding race, gender, age etc.

14. Appropriate Communications by Employees

This section applies to all forms of communication by employees including but not limited to communications:

- In person;
- via phone;
- via laptop, ipad/tablet or any other device;
- by email;
- online on any website or forum;
- on social media;
- in another format with another person or publicly;
- via apps/applications.

Coogee Boys' Preparatory School provides staff with access to phones, emails, internet and ICT facilities for educational and/or administrative purposes. Any matters that need to be communicated urgently are best done in direct conversation.

There is no expectation on Coogee Prep Staff to check or respond to emails outside of reasonable working hours other than in the case of an emergency or critical incident. Reasonable working hours would generally be those hours in which the school/office reception is open (i.e. 8:00 am to 5:00 pm) - except in the case of 'After Hours Care' of students.

In ordinary circumstances, staff are requested not to send communications to colleagues late at night or in the early hours of the morning other than in the case of an emergency or critical incident. Emails prepared late at night, in the early hours or on weekends can be saved in drafts and sent the following Monday morning.

At the workplace level, the school has developed internal protocols around communications relevant to our own school environment and consistent with these principles.

Where a staff member takes photos/videos/other media of students on a device for an appropriate professional purpose they must:

- Upload the relevant media to the appropriate server/data storage facility as soon as possible;
- Delete all records of that media from the device;
- Not distribute/publish or display that media without parental consent and the knowledge and permission of the Principal and/or the Head of School;
- Ensure that they are aware if the parents of any students in the class have not signed the media consent form and that student cannot legally be photographed/videoed;

15. When communicating it is expected that each employee will

- exercise good judgment;
- use appropriate, professional language and images;
- not speak in a way which constitutes shouting, yelling, swearing or other inappropriate conduct;
- avoid using capitalisation and bold, underline or coloured text in emails unless for an appropriate professional purpose, as this may be perceived negatively;
- avoid being personal in email, blogs, wikis or on social networking sites;
- not upload, download, circulate, display or respond to any of the following materials:
 1. sexually related or pornographic messages or material containing thoughts and feelings with overfamiliar or sexual connotations;
 2. child pornography;

3. violent or hate-related messages or material;
4. threatening, defamatory, obscene or harassing messages or material;
5. racist or other offensive messages or material;
6. subversive or other messages or material related to illegal activities;
7. report any situations to the principal/supervisor/manager if he/she receives or becomes aware of inappropriate communications by colleagues as listed above;
8. use an appropriate phone, email or in-person manner, including a positive, helpful and engaged tone of voice and choice of language;
9. not speak, write or respond in any manner which would be inconsistent with the ethos or the expectations of an employee of Coogee Prep.

The Schools provides ICT facilities for its students and employees for educational and/or administrative purposes, (refer to the Staff and Student Acceptable Use of Technology Policy and Guidelines

The Principal, Head of School and Deputy Head have the right to monitor and view any data used, stored or transmitted using the employer's facilities or devices. It is critical to remember that, by its nature, electronic communication is a fast and often informal way of communicating, however, once a document or image has been created, sent or saved, it exists forever.

- Employees must comply with all relevant policies or procedures relating to the use of ICT including the Staff Use of Social Media Policy.
- It is recommended that personal email accounts be kept separate from work email accounts.
- In certain circumstances, electronic files or communication can be accessed by the employer/police or other agencies for viewing or production in court.
- If there are reasons for an employee to communicate with students or their families using ICT for reasons other than educational/school

purposes, it is important the employee discusses this with their principal/supervisor/manager.

16. Appropriate use of Social Media

- Employees must be familiar with the Staff use of Social Media Policy.
- Certain social media sites are not appropriate for professional use.
- Private use of social media should be managed by each employee in a way which protects his/her professional reputation as an employee of Coogee Prep.
- Employees are expected to exercise professionalism at all times in using and publishing material on official school social media accounts.
- Employees are recommended not to use or link their personal social media accounts to the official school social media account to avoid students, parents/caregivers and community members finding their personal social media accounts.
- Employees must not use social media in a manner which would bring their employer into disrepute. Identifying the employer or place of work in personal social media may increase the risk of bringing their employer into disrepute.
- Employees must not make comments/post pictures/or make any other public remark about any Coogee Prep staff member, parent or student on social media which are inappropriate, derogatory and/or offensive. Employees must report to the principal/supervisor/manager if they become aware of any of the above, and the conduct should be investigated in accordance with the Positive Workplace Relationships Policy and Guidelines.
- If an employee feels that they have become an online target of inappropriate communication from students or any member of the school community, he/she should alert the principal/manager/supervisor.

- Please refer to the Positive Working Relationships Policy and Guidelines for further information about professional relationships between colleagues.

17. Managing Records and Data

- All employees have an obligation to maintain appropriate records and data in relation to their professional practice. All records and data that are produced in the course of work, are the intellectual property of Coogee Boys' Preparatory School. Student and staff records are to be maintained in a manner that is consistent with obligations under the relevant privacy laws. This does not preclude the appropriate sharing of information that is pertinent to the appropriate care and education of students.
- A record serves an essential administrative, legal and historical purpose. A record includes, but is not restricted to, class rolls, student assessment records, emails, electronic documents, digital images and audio recordings, correspondence, statements, records of interviews, files, forms, plans, drawings, notes, photographs and films.
- Each employee has a responsibility to create and maintain full, accurate and honest records of their professional activities and decisions. Staff should create and maintain contemporaneous records of any disclosure, observations and discussions in relation to a breach of the code of conduct.
- Employees should be mindful of the need to retain records securely and confidentially and they should seek appropriate advice regarding the destruction of records. The Principal and/or the Head of School have a responsibility to ensure that the employees reporting to them comply with their administrative obligations.

18. Plagiarism

- Coogee Prep employees must behave ethically, appropriately and with integrity and will not plagiarise for work, academic or other purposes.
- Work represented by an employee as solely their own work will be solely their own work. Work completed in collaboration with others will be represented as the work of a team/school and/or with

appropriate private/public acknowledgment of others involved in the creation of that work.

- The School recognises that staff collaboration and drawing upon the resources and work of others is invaluable for planning, programming, teaching and learning. However, it is critical that where work is shared that the original creator is acknowledged or gives their permission for their work to be used and that work submitted for any official, NESA or academic purpose is the original work of the individual.

Employees will not:

1. Plagiarise the work of others and represent it as their own work without the express permission of the creator
2. Represent work which is partially or solely the work of others as their own work without discussion with/ acknowledgment to that other person
3. Plagiarise the work of others and represent it as their own work for any formal/official purpose including but not limited to:
 - NESA accreditation purposes including evidence collection/reports;
 - academic studies/qualifications/papers/essays/materials;
 - official school documents such as student reports, letters and/or other materials;
 - workshops/presentations/professional learning sessions;
 - any other official Coogee Prep workplace purpose.

19. Fraud

Employees of Coogee Prep will not complete any form of fraud/misconduct during engagement with School including but not limited to:

- Fraud;
- falsifying documents;

- misappropriation of government funds/school fees/school funds;
- failure to follow the School's financial accounting procedures;
- misrepresentation;
- personal use of business resources;
- negligent or wilful poor stewardship of resources;
- falsifying timesheets;
- manipulation of student/employee data;
- private purchases through business accounts/business credit cards.

20. Intellectual Property and Copyright

- Employees are required to comply with copyright legislation and regulations. Any use of copyright material requires the permission of the copyright-holder consistent with copyright legislation. Employees who do not comply with copyright legislation risk disciplinary action and Coogee Prep takes no responsibility for the actions of employees who breach copyright.
- Work that is developed in the course of employment remains the intellectual property of Coogee Boys' Preparatory School. Intellectual property includes, but is not limited to: music, written works, symbols, designs and programs. Documents and programs developed within one school context remain the property of the School. Copies may be retained and used by the originating school even though the employee may re-use the materials at a new location.
- Coogee Prep encourages staff to share freely the material that they develop in the course of work. There is no restriction on the volume (number of copies), provided materials are used for an educational purpose only. Materials that are shared and appropriated should always have the original creator of the document acknowledged.

21. Managing Professional Reputation

- Each employee has a right to participate in political and community activities, and pursue individual interests, provided they do not publicly conflict with their role as an employee of Coogee Preps.

- Employees must not make disparaging comments about others or the organisation in any public forum, including social media.

22. Use of Medications, Alcohol, Tobacco and Illicit Substances

Employees of Coogee Prep are responsible for ensuring that their capacity to perform their duties is not impaired by the use of medications, tobacco, alcohol or drugs, and that the use of these substances does not put them, a student or any other person's health and safety at risk. An employee who is concerned about any colleague who may be affected by medication, alcohol or other drugs should consult with the Principal, Head of School and/or Deputy Head.

Being under the influence of alcohol or drugs while an employee is 'on duty' can affect his/her ability to work safely and efficiently, especially when he/she has a responsibility to supervise or work within close proximity to students. The employee's Principal and/or the Head of School may seek legal advice from the AIS and/ or another professional body, if there are concerns in relation to employee substance abuse.

23. Prescribed Medications

If an employee is required to take medication (including prescription medication) which may impair his/her work performance, conduct or ability to exercise duty of care, he/she must notify the Principal and/or the Head of School.

24. Alcohol, Tobacco and Illicit Substances

- Employees of Coogee Prep must not take to school or consume at school, or at school-related activities or workplaces, any illegal drugs or restricted substances.
- Employees must not consume tobacco on school premises. Employees must not consume tobacco at any school-related activity where students are visibly present.
- Employees must not present at work under the influence of alcohol. Employees must not consume alcohol during work hours or at school

activities such as school retreats, excursions and other school activities when students are present.

The School is mindful of when deciding if alcohol is appropriate at events:

- Professional boundaries and safety of students and colleagues;
- modelling appropriate behaviour for students;
- work, health and safety;
- laws against driving under the influence of alcohol;
- reputation of the school;
- professional reputation.

If an employee is concerned that any person at work may be affected by alcohol or drugs, or may have engaged in the behaviours outlined above, he/she should consult with the Principal and/or the Head of School.

25. Provision of Medications, Alcohol, Drugs and Tobacco to Students

Employees must not purchase for, offer, supply, give or administer to students:
Employees must not encourage or condone students use of:

- illegal drugs;
- restricted substances;
- prescribed or non-prescribed medication (unless dealing with or administering medication in accordance with relevant policy);
- alcohol;
- tobacco and/or e-cigarettes/vapers;

26. Identifying and Managing Competing Interests

All employees have an obligation to Coogee Prep to ensure that their role as an employee is not impacted by any competing, conflicting or outside interest, be it personal, financial, relational, filial, or otherwise.

27. Conflict of Interest

A conflict of interest is a situation or set of circumstances that has the potential to influence the impartiality of a person because of the possibility of a real or perceived link between the person's self-interest and their professional interest. The private interest can include, but is not limited to, financial gain, desire for professional advancement, or the desire to assist family and friends.

Employees must not accept gifts that are excessive or that may give rise to an expectation or perception of bias, inducement or advancement for the gift-giver. Gifts that are received under such circumstances must be returned to the gift giver and notify the Principal and/or the Head of School.

As an organisation which provides education services to children, it is expected that each employee will always:

- inform the Principal and /or the Head of School of any conflict of interest, or perceived conflict of interest, that arises at work;
- conduct himself/herself in an objective and impartial manner at work and be seen to do so.

Examples of competing interests include:

- a teacher referring their students to attend private tutoring sessions in which he/she or a relative or friend has a financial/business interest
- an employee tutoring or coaching students from their school or workplace in return for payment
- an employee running a local dance school with students from the school.

28. Secondary Employment

- Full-time employees shall not engage in any other employment without the express written permission of the Principal/Proprietor of Coogee Boys' Preparatory School. Approval must be obtained annually.
- Part-time employees who work in another School, on the days on which they are not working within the school must advise their Principal of any such other employment.
- Engaging in other employment may compromise the duties of an employee owed to Coogee Prep as the primary employer. For this

reason, employees who engage in secondary employment must ensure that their duties to Coogee Prep are not adversely affected by their secondary employment, and that no conflict of interest arises.

- For child protection reasons, permission to undertake secondary employment will ordinarily not be granted for employees to work in an external tutoring/coaching capacity with students who are currently enrolled at the school/college in which the employee is engaged.

29. Employees as Parents/Carers of School Students

From time to time, employees will interact with a school in their capacity as a parent or carer. It is expected that such interactions will be in the capacity of a parent only and will be consistent with the professional standards and expectations of Coogee Prep employees.

Care must be taken to not interfere with teaching and learning. Any concerns regarding the child of an employee need to be taken forward using the appropriate formal channels which have been put in place at the school level. Discussions with other parents about matters other than those concerning their own children should not occur.

30. Employees Working in the School their Child Attends

Coogee Boys' Preparatory School understands that some employees may have their child enrolled. To prevent any perceived or actual conflict of interest, policy restrictions apply to ensure equitable and fair processes for all students.

The Principal and Head of School recognise that the appointment of a staff member to the school at which their child is also enrolled, or the enrolment of a child in a school in which their parent or stepparent is already employed, can generate pressures and misunderstandings among parents, students and colleagues.

To guard against such conflicts, the following practices should be observed:

- employees should avoid, where possible, working directly with their child in an educational setting;

- employees should not be involved in the marking of any assessment task which their child has completed;
- employees should not be involved in the management of the discipline of their child in their capacity as an employee;
- to avoid the appearance of a conflict of interest, an employee should not participate directly or indirectly in any decisions involving a direct benefit to their child, including but not limited to: any financial decision, any academic decision, any decision involving selection of their child for a sporting/academic or other extracurricular pursuit, and any other decision which may be seen as a conflict of interest;
- where a conflict of interest may arise any decision to be made will be made by a more senior colleague.

31. Employment of Family Members

For the purpose of ‘family member’, which includes all parties related by blood or marriage and all parties in a personal or sexual relationship with an existing member of the School staff.

Coogee Prep permits the employment of more than one member of a family (including parents, siblings, spouses and children). This approach does, however, require policy restrictions to ensure an equitable and fair recruitment process in all circumstances.

As in all appointments, the primary concern with the appointment of members of family of existing staff is that the applicants are the best candidates for the role in regard to work experience and academic or administrative qualifications.

Coogee Prep staff are welcome to refer relatives who are interested in filling available advertised positions at the School, however, employment decisions cannot be made on the basis of personal relationships.

To guard against such conflicts, the following practices should be observed:

- Family members of existing Coogee Prep staff cannot be appointed or employed in any position, casual, contract, temporary or permanent, unless the position has been advertised and is open to internal and external applicants;
- no employee may be directly involved in the recruitment, selection or employment of a family member – where a family member of an existing employee is an applicant for a position.

- to avoid the appearance of a conflict of interest, no employee may participate directly or indirectly in any decisions involving a direct benefit to a member of their family including initial employment, promotion, salary, classification, performance appraisal or other working conditions.
- where such a conflict may arise any decision to be made will be made by the Principal and/or the Head of School.

32. Engagement of Family Members as Contractors

Coogee Preps staff are permitted to alert relatives to jobs as educational contractors and sub-contractors within the school other than that in which they personally are employed or have an influence over relevant decision making. The financial decision to engage a contractor cannot involve any element of personal relationship. The approval of the Principal is final in any such decision.

33. Recruitment

Recruitment at Coogee Prep is conducted by the Principal, Head of School, Deputy Head, and or a CPS Board member. Employees involved in a selection process need to disclose any prior knowledge or interest in any of the applicants. This is to ensure that any conflict of interest, which might unduly influence that person in the selection process, is carefully managed. Prior knowledge of an applicant does not necessarily amount to a conflict of interest.

34. Political Commentary

Coogee Prep is an apolitical organisation and operates from an apolitical perspective. The Principal and/or the Head of School will ensure that communications released are consistent with an apolitical perspective and ensure that the views of all political parties are fairly represented in communications.

All Coogee Prep employees must ensure that any political comment which they make via media or social media is not attributed to the School or attributed/related to their role in the School.

35. Professional Dress

Employees are obliged to dress in a manner which reflects positively on Coogee Boys' Preparatory School, maintains the professional reputation of the staff member and is appropriate to their role and responsibilities in the workplace.

All Coogee Prep staff must dress at all times in a manner which is:

- neat, modest, and tidy;
- appropriate for a staff member in our workplace;
- appropriate for a staff member in child-related employment;
- professional;
- appropriate for their role and responsibilities;
- appropriate in the light of work, health and safety obligations, particularly in relation to appropriate footwear;
- inoffensive to other staff, students and the community and which does not constitute any form of harassment or bullying;
- casual attire such as, tracksuits, singlets, t-shirts, leggings or hoodies **are not** to be worn unless it forms part of the school sports attire, specifically required for the activity of that day.

36. References

The Principal and Head of School only provide written Statements of Service and/or written references for an employee or individual on School letterhead, and only after discussion with the Principal can another member of the Executive do so. The School Executive must be mindful of confidentiality and privacy when providing both verbal and written information.

37. Confidentiality and Privacy

Coogee Prep collects and stores confidential and personal information about students, their families and employees. Any misuse of confidential or personal information, whether intentional or reckless, is inconsistent with

the School's mission and ethos. It may harm individuals and the reputation and credibility of the School. It may also be unlawful.

Therefore, employees must:

- treat confidential and personal information about students, their families or other staff with respect;
- exercise caution and sound judgment in discussing other people's confidential and personal information;
- comply with relevant legislation and regulations regarding the collection, dissemination, use and security of all such information;
- use such information only for work-related purposes;
- communicate such information only to those who need the information in order to perform their role;
- do not disclose any confidential information regarding students, parents/families or colleagues, with the exception of disclosure to the Principal, Head of School or other person required to know for an appropriate work purpose. The decision around disclosure of confidential information to other staff will be made by the Principal and/or Head of School.
- Sharing of confidential and personal information with external persons or agencies may only occur within the established guidelines for such communication and in accordance with any relevant legislation relating to the provision of such information. Refer to the Coogee Prep Privacy Policy and the Student File Policy.

38. Classification

Last modified and re-commenced: December 2018

This policy supersedes all previous policies relating to matters contained therein.

Audience: Coogee Prep Staff

Review by: November 2020



Coogee Boys' Preparatory School

Orientation to New Policies

When a new teacher arrives at CPS, the following procedures are adhered to:

- 1 The Deputy Head makes a time [preferably before the teacher begins the new term] to meet with the new teacher to outline the School's policies relevant to that teacher and his/her responsibilities. These policies are listed above
- 2 The Deputy Head will have a hard copy to give to the new staff member
- 3 The Deputy Head will also direct the new teacher to Sentral where all policies are online
- 4 It is the new teacher's responsibility to take the time to read the policies mentioned above and to discuss any questions or concerns with the Deputy Head.
- 5 The Deputy Head will meet with the teacher again and request that the teacher sign and date a Policy Register, acknowledging that he/she has read each policy and understood it and its consequences.
- 6 The Deputy Head will keep a hard copy of the Policy Register in his office, and also upload it to Sentral.

When a new policy is introduced at Coogee Prep:

1. The Principal will distribute a draft copy to the executive for consideration. This may come from NESAs or the AIS.
2. The executive meet to discuss the policy and make any alterations and/or amendments.
3. The Principal presents the policy to the staff at the next available staff meeting.
4. The staff have time [usually a week] to read the policy before the next staff meeting where it will be discussed and they are able to make comment if needed.

5. The Principal amends the policy of required to do so, and prints out a final copy of the policy.
6. At the next staff meeting, the Principal distributes the updated policy to each staff member and also uploads the policy onto Sentral.

Stage 1: Raising the complaint with the supervising teacher (Deputy Head) involved

- a) Complaints and grievances will initially be settled by discussion between the teacher/stakeholder and the supervisor. In the likelihood that the supervising teacher cannot be approached then the teacher should approach the Principal.
- b) The teacher/stakeholder is to notify the supervisor in writing of the nature of the complaint or grievance, requesting a meeting with the supervisor.
- c) The supervisor will discuss the matter with the staff member responsible and other relevant personnel whilst maintaining confidentiality.
- d) The supervisor will provide the teacher/stakeholder with a verbal response pertaining to the complaint and grievance.

Stage 2: Accreditation Coordinator (Head of School)

- a) Every prospect is to be explored in settling the complaint at stage 1 prior to having the matter proceed to stage 2. The Deputy Principal will review the process undertaken in Stage 1 prior to proceeding.
- b) If the matter is not resolved, then the grievance is to be submitted in writing to the deputy principal.
- c) The Deputy Principal provides an appropriate outcome or refers the matter to the Principal. The teacher/stakeholder must be provided with a written response as to the outcome presented by the Deputy Principal.

Stage 3: Final Proceeding

If the complaint grievance has not been referred to the Principal, the teacher is to submit written requests that the Principal reviews the matter.

The Principal will further investigate the concerns raised. The teacher will be advised in writing of the findings. The Principal will refer the final report to the CPS Board of Directors.

Stage 4: CPS Board of Directors

The teacher may follow procedures outlined in stage 3 if still dissatisfied with the final proceedings. The teacher is to lodge a written statement of the complaint and grievance outlining the reason for their dissatisfaction with stages 1, 2 and 3 investigative processes and resolution to the CPS Board of Directors.