



Staff Code of Conduct Policy

PURPOSE

➤ Introduction

The Code of Conduct clarifies the standards of behaviour that are expected of staff employed in New Madinah College in the performance of their duties.

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.

➤ Objectives

The aim of this Code is to outline the standards of behaviour expected of all employees of New Madinah College. It gives guidance in areas where staff need to make personal and ethical decisions.

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.

➤ Registration and Accreditation of Non-Government Schools (RANGS) Reference

3.6.2: - “ have in place and implement policies and procedures in relation to codes of conduct for members of the college community ...”

SCOPE

➤ Who has to comply with the Code of Conduct?

This Code of Conduct applies to all employees of the College whether employed on a permanent, temporary or casual basis. By accepting employment with the College, you must be aware of and comply with this Code.

Therefore, you must:

- a) Uphold the ethos and reputation of the college
- b) comply with the College’s policies and procedures;
- c) act ethically and responsibly; and
- d) be accountable for your actions and decisions.

➤ College Values

All staff members are expected to be familiar with and uphold the College Values of, God consciousness (taqwa), sincerity and integrity, doing your best, honesty and trustworthiness, care and compassion, faith, fair go, respect, responsibility, community.

➤ Contractors and Volunteers

Contractors, consultants and volunteers working with the College 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 College'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 College. The College 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 College may take disciplinary action in respect of an employee.

➤ Publication and Distribution

- a) This Policy must be given to all new and existing staff who are required by the College to comply with their obligations under it.
- b) A copy of this policy is provided in the 'New Employees Kit'.
- c) Staff must have access to this policy on the College's intranet (NMC data base)

POLICY AND PROCEDURE STATEMENT

As an employee, you must be familiar with

- **The College Ethos, Values Statement and Guiding principles.** These set out the things that are important to the wider College Community and underpin their beliefs and way of life.
- **The College's policies and procedures, (available on the colleges Intranet (NMC data base)** These documents explain the operational procedures and the way in which things should be done to fulfil the colleges requirements and create safe practices in the workplace.
- **Legislative requirements required of teachers and/or employees of a college**
 - These are BOSTES documents and requirements

- **Teaching standards**

Teachers are expected to:

- teach according to programs approved by the Principal and Heads of Department.
- Design, evaluate and update programs of study as necessary.
- Participate in ongoing staff development through an ongoing commitment to professional improvement.

Staff are expected to fulfil all the statutory requirements with which they need to comply, and conduct themselves professionally in a manner consistent with college Ethos, Values Statement and Guiding Principles. Behaviour or actions that contravene or is at variance with the college values is a breach of the Conduct required of staff, and the disciplinary consequences (Up to and including dismissal) will be determined according to this policy using the process outlined in this document.

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

You should also be familiar with the legislation under which you are employed.

- **College Ethos**

At this College, students are encouraged to develop their full potential and acquire the discipline of learning, while upholding Islamic teachings and beliefs.

The truth and authority of the Holy Quran and strong family values underpin the commitment of the College to provide quality in every facet of education – curriculum, teachers, facilities, management and discipline - in a safe and caring environment.

- **College Values**

The college has a values statement that is displayed in a prominent place on the college's premises. All college stakeholders are expected to uphold and promote the values of the college. The college Values are: -

- **God Consciousness – Taqwa** – Being mindful of Allah SWT in everything, every time, every place.
- **Sincerity & Integrity** – Being sincere in our intentions and actions.
- **Care & Compassion** – Being kind, caring and compassionate towards humanity, animals & the environment.
- **Doing Your Best** – Striving to achieve your absolute best in everything that you do.
- **Honesty & Trustworthiness** – Speaking the truth, keeping your promise and being punctual and reliable
- **Faith** – Faith in the All-mighty that by being obedient to Him everything that happens to you is good.
- **Fair Go** – Being reasonable towards people and thinking well of others.
- **Respect** – Respecting yourself, others and property.
- **Responsibility** – Being responsible of your speech and actions.
- **Community** – Giving back to, and being an active member of the community

➤ Guiding Principles

The following Guiding Principles of this College are based on the teachings of the Holy Quran, as believed, taught and practised by Islam:

1. The Directors of the College, as practising members of Islam, are committed to a way of life that is governed by the Holy Quran. The conduct of the students and staff must consistently reflect values at the College. The Directors in their absolute discretion can determine and exercise their authority as to what conduct or activity within the College environment is in accord with the Quran and the beliefs, teachings and practices of the Community.
2. Islam upholds the sanctity of marriage and the family unit.
3. Staff are to maintain a positive and professional attitude and conduct themselves modestly and decorously, setting a proper example to students and in a manner which is respectful of the management, fellow staff, students and parents, and the Islamic community and their way of life.
4. A dress code applies and is to be upheld by all staff at all times. A strict differentiation between male and female dress must be maintained. The wearing of short trousers by male staff is not considered appropriate, and female clothing must be modest and not revealing or low cut in design.

Staff must present for duties with a neat and tidy standard of dress and general presentation so as to be a role model for students. Unorthodox or casual dress, and untidy appearance or long hair for men is inconsistent with the attitude and image promoted by the college.

5. All staff must maintain a positive, professional and supportive attitude to the College management and fellow staff members, and generally demonstrate a willingness to assist in maintaining an encouraging, harmonious and welcoming educational environment throughout the College. Interaction between staff and students should be positive and professional at all times. Class and individual discussions should avoid staff or student private lives and be respectful of the beliefs and practices of students and their parents.
6. Peer support and positive working relationships between students are encouraged; however, staff are not to condone activities that are not according to the beliefs, teachings and practices of Islam.
7. Parents, students, and staff are expected to conduct themselves with integrity at all times, and in a responsible manner. Bad language, smoking, alcohol and drugs of addiction are not permitted at any college venue or function at any time or for any reason.
8. The College Board encourages the use of a wide variety of high quality educational material and resources (including multimedia) to provide a well-rounded education. All teaching programmes, resources, assignments and assessments are to be in accordance with the Guiding Principles in this document and are subject to review by the College Board

EXPECTATIONS OF STAFF CONDUCT

1. Uphold the ethos and reputation of the college

- Ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the College and does not damage the reputation of the College.
- Do not bring or use corrupting or defiling material, either printed or electronic, to the College or to any College related activity;
- Adhere strictly to the dress code standard as set out in the Guiding Principles

2. Integrity

- Perform your duties to the best of your ability and be accountable for your performance;
- Act honestly and in good faith in fulfilling your duties;
- Maintain a positive and professional attitude and conduct yourself modestly and decorously
- Maintain confidentiality at all times, including employee remuneration details;
- Always act in the best interests of the College;
- Consistently comply with and demonstrate support for the College's Ethos, Values Statement, Guiding Principles, and College Policies;
- Conduct yourself with integrity at all times, and in a responsible manner. Smoking, bad language, drinking of alcohol and the use of drugs of addiction are not permitted at the College or at any college venue or function at any time.

3. Professional Diligence

- Diligently follow all lawful instructions by any authorised officer of the College, including obligations contained in any policy documents;
- Use only College provided material and or College Board approved educational resources;
- Use your best endeavours to promote the development, interests and welfare of the College;
- Accept professional responsibility for the provision of quality teaching;
- Have high expectations of every student, recognising and developing each student's abilities, skills and talents;
- Encourage student autonomy and sense of self-worth and encourage students to develop and reflect on their own values;
- Use procedural fairness, a positive approach and due process with regard to the student discipline policy when disciplining students;
- Be committed to pursuing your own professional development;
- Value and acknowledge the contributions made by others in meeting College and department goals;
- Work cooperatively and collaboratively to achieve whole College objectives.

4. Duty of care including Supervision

Duty of care to students applies during all activities and functions conducted or arranged by the College. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

- Accept responsibility for student protection (and associated mandatory reporting)
- You should ensure that you are aware of the College's Policies and Procedures relating to Duty of Care, Excursions, Student Welfare and Discipline.
- Act always in accord with prudent professional practice underpinning the spirit of student protection legislation; show discernment for their physical environment; ensure the location of classes and meetings with students are in full visibility; act in loco parentis
- Be discerning about the standard of care that is required, for example, the degree of supervision needs to be commensurate with the students' maturity and ability.
- provide 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 College. You should ensure that you understand and comply with the College's medication policy in regard to the storage and administration of prescribed medication to students.
- You should be familiar with and comply with the College's evacuation procedures.
- Students should not be left unsupervised either within or outside of class. You should be punctual to class and allocated supervision.
- You should remain with students at after college activities until all students have been collected. In the event that a student is not collected you should remain with the student until collected, or seek advice from your supervisor.
- Playground supervision is an integral part of the responsibility of staff. 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.
- You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member. Additional detail about student bullying is set out in the New Madinah College Anti-Bullying Policy.

5. Work Health and Safety

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

- You 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.
- Considerations of safety relate to both physical and psychological wellbeing of individuals.
- You should ensure that you are aware of the College's Work Health & Safety Policy and Procedures as outlined in the WHS Manual that can be found on NMC data base.

6. Appropriate use of electronic communication and social networking

The College provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the College'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.

You must comply with the College's Information Technology, Computer, Telephone and Equipment Code of Use and Social Networking Policy. This includes:

- exercising good judgement when using electronic mail, following the principles of ethical behaviour
- using college provided email addresses for communicating with other staff members and students on college related matters
- using appropriate and professional language in electronic mail messages
- 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
- not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene
- not inviting students into your personal social networking site or accepting an invitation to theirs
- not using social networking sites or personal email addresses to email or contact students
- remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden
- reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

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

- sexually related or pornographic messages or material;
- violent or hate-related messages or material;
- racist or other offensive messages aimed at a particular group or individual;
- malicious, libellous or slanderous messages or material; or
- subversive or other messages or material related to illegal activities.

7. Use of alcohol, drugs and tobacco

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.

As a College employee, you must:

- not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;
- 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;
- take action to resolve any alcohol or other drug-related problems that you have;
- consult with your supervisor or Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

As a College employee, you must not:

- have illegal drugs in your possession while at work. Any illegal drugs found on College property or in the possession of any person on College property may result in disciplinary action including the termination of your employment and referral to the Police;
- give students or other employees illegal drugs or restricted substances, or encourage or condone their use;
- supply or administer prescription or non-prescription drugs to students unless authorised to do so.

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

You must not:

- purchase alcohol for, or give alcohol to, any College student (or to any other person under the age of 18 years);
- encourage or condone the use of alcohol by students of any age during educational activities.
- You must not smoke or permit smoking in any College buildings, enclosed area or on College grounds. This includes all buildings, gardens, sports fields, cars and car parks.
- You must not purchase tobacco or tobacco products for any College student, or give them tobacco or tobacco products.

8. Respect for people

The College expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the College'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.

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.

Similarly, it is important for you to treat your colleagues, other employees, contractors, students, volunteers, visitors and parents with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards others 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.

You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student, volunteer, visitor or parent. Your obligations in this regard, are set out in the College'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.

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

- 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 your supervisor or College Coordinator in the first instance to seek guidance on how to do this; and/or
- raise the issue as a grievance in accordance with the College's Staff Grievance Policy as soon as possible after the incident(s) have occurred.

The College takes reports of unlawful discrimination and harassment or bullying seriously and will administer 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.

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

Employees are expected to:

- Work to create an environment which promotes mutual respect;
- Respect cultural, ethnic and religious differences;
- Set a proper example to students and in a manner which is respectful of the management;
- Address colleagues in a polite and respectful manner;

- Provide constructive feedback to colleagues in a respectful manner that is considered helpful;
- Respect fellow staff, students and parents, and the community and their way of life;
- Maintain appropriate professional relationships with students and avoid over-familiarity.

1. Professional relationships

As a College 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 College employees to understand and observe the College's Child Protection Policies.

2. Supervision of students

- 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.
- 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.
- 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.
- 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.

3. Physical contact with students

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

- 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 College's Behaviour Management practices or individual student management plans. You should report and document any such incidents.

4. Relationships with students

- 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 their student under the age of 18 years.
- 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. 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 College.
- 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.
- 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.
- 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.
- 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.
- You must not engage in tutoring or coaching students from the College without the express permission of the Principal.
- You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site (see **Appropriate use of electronic communication and social networking sites**).

- You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student (see - **Accepting Gifts**)
- 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.
- You should be aware of, and be sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.

5. Child protection

- You must be aware of and comply with the College's Child Protection Policy.
- As set out in the Child Protection Policy, you must report any concerns you may have about any other employee, contractor, volunteer, visitor or parent engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you to the Principal. This includes self-disclosure if the allegation involves you.
- Broadly, 'reportable conduct' includes:
 - a) any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or
 - b) any assault, ill-treatment or neglect of a child; or
 - c) any behaviour that causes psychological harm to a child, whether or not the child consents.
- 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, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures; or
 - c) conduct that is exempted from notification by a Class or Kind Agreement¹.
- For further information about 'reportable conduct' see the College's Child Protection Manual.
- **The requirements outlined in this Policy 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.**

¹ A Class or Kind Agreement is an agreement between the Ombudsman and an agency (eg the Association of Independent Schools of NSW on behalf of its member schools) that allows for certain kinds of less serious reportable conduct to be exempted from notification to the Ombudsman but the Head of Agency must still conduct a workplace investigation.

6. Reportable Matters

Employees are required to report certain information to the College.

- All employees are required to inform the **Principal** 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 if you become the subject of an Apprehended Violence Order.
- If, through your employment with the College, you become aware of a serious crime committed by another person, you are required to report it to the **Principal**, who may be required to inform the police.

As a College employee, you must report to the Principal:

- any concerns that you may have about the safety, welfare and well-being of a child or young person;
- any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
- any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you;
- 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';
- If you become the subject of allegations of 'reportable conduct' whether or not they relate to your employment in the College.
- You should refer to the College's Child Protection Policy for further information about these obligations.

Please note that teachers and some other employees have mandatory reporting obligations under the Children and Young Persons (Care and Protection) Act 2012 (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 College's Child Protection Policy for further information about these obligations.

7. 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 College.

- As a College employee, you must not act in conflict with the College'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.
- 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.
 - 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.

8. Accepting Gifts

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 judgement when deciding whether to accept a gift or benefit.

- 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.
- 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 College and its staff. You must not create the impression that any person or organisation is influencing the College or the decisions or actions of any of its employees.
- 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 nominal value (\$50) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the College.
- When such a gift is accepted, you must advise your Principal. 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.
- 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 College. If you win a prize you must advise your supervisor or the Principal who will determine how the prize should be treated and recorded.

9. Confidential information

- 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.
- 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 in the context of grievance resolution.
- All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the college community, or the public.
- The media should not be given access to students or allowed entry to the College without the express permission of the Principal. You should not make any comments to the media about the College, students or parents without the express permission of the Principal.
- As a College employee, you must only use confidential information for the work-related purpose it was intended.
- Unless authorised to do so by legislation, you must not disclose or use any confidential information without **the express permission of the Principal**.
- You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

10. Privacy

- Sensitive and personal information should only be provided to people, either within or outside the College, who are authorised to have access to it.
- You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other College 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 College's work because of their expertise.
- You should be familiar with the College's Privacy Policy.

11. Record keeping

- 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 College's record systems.
- You must not destroy or remove records without appropriate authority.
- Supervisors have a responsibility to ensure that the employees reporting to them comply with their records management obligations.

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

12. Copyright and intellectual property

- 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.
- Advice relating to sharing or licensing the College's intellectual property should be sought from the Principal.
- The College cannot give away or assign its intellectual property without the approval of the Principal.
- 15.4 If you develop material that relates to your employment with the College, the copyright in that material will belong to the College. This may apply even if the material was developed in your own time or at home.
- 15.5 You should not use the College's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.

13. What happens if I breach the code of conduct?

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

- The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.
- Employees should report possible breaches by colleagues to the **Principal**.
- Factors the College 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.
- Actions that may be taken by the College 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 College will reserve the right to determine in its entirety the response to any breach of this Code.

ASSOCIATED DOCUMENTS and LINKS

RANGS Manual 3.6.2 – Codes of Conduct

Child Protection Policy

Student Welfare Policy

Discipline Policy

Complaints and Grievances Policy

STAFF COPY

New Madinah College



ACCEPTANCE DECLARATION

First Name:		Last Name:	
I hereby declare that I have read the Staff Code of Conduct and agree to follow these guidelines.			
Signature:			
Date:			



Please tear here

COLLEGE COPY

New Madinah College



ACCEPTANCE DECLARATION

NOTE: Please return this section to the College Coordinator

First Name:		Last Name:	
I hereby declare that I have read the Staff Code of Conduct and agree to follow these guidelines.			
Signature:			
Date:			