

Code of Conduct (Staff)

V 2.04

PURPOSE

To outline the standards of behaviour expected of all employees of the College.

This Code of Conduct applies to all employees of the College whether employed on a permanent, temporary or casual basis as well as volunteers, contractors and pre-service teachers.

Individuals conducting activities around the College under the auspice of a service contract are not within the scope of this policy. The requirements for such individuals are detailed in their service contract and through the contractors Induction, managed by the Workplace, Health & Safety Officer.

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 expected.

The Code places an obligation on all employees to take responsibility for their own conduct and to work with colleagues co-operatively to achieve a consultative and collaborative workplace where people are professionally engaged.

1. Policy Content

This Code of Conduct is provided to the College's staff, volunteers, contractors and pre-service teachers when they commence at the College and is available during the course of their employment or involvement with the College.

This Code is intended to apply to all employees, contractors, pre-service teachers and volunteers and outlines the conduct the College expects of them during their work with the College.

For the purpose of this document 'employee' encompasses contractors, volunteers and pre-service teachers where applicable.

2. Complying with the Code of Conduct

By accepting employment or other type of engagement with the College, you must be aware of and comply with this Code.

Therefore, you must:

- Conduct yourself, both personally and professionally, in a manner that upholds the College Mission, Anglican ethos, agreed contractual obligations and the reputation of the College;
- Comply with the College's policies and procedures;
- Act ethically and responsibly; and
- Be accountable for your actions and decisions.

2.1 Contractors, Pre-service Teachers and Volunteers

Behaviour that is not consistent with the conduct set out in this Code may result in the engagement of a contractor, consultant, pre-service teacher or volunteer being terminated.

If you, as an employee, engage or manage external consultants, contractors, pre-service teachers or volunteers, it is your responsibility to ensure they are aware of the College's expectations of conduct during the period of their engagement. In all instances the Principal and the Human Resources Department must be aware of any intention in seeking to employ anyone.

2.2 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 limit the College's capacity to take disciplinary action with regard to an employee.

3. What is expected of you as an employee?

As an employee, you must make yourself aware of the College's policies and procedures, particularly those that apply to your work. All of the College's Staff Policies will be accessible online through MyFlinders. For those individuals who do not have access to MyFlinders, a paper copy will be provided to you on Induction. A copy of any policy may be requested at any time through the Human Resources Department. If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your supervisor, manager, relevant Deputy Principal or the Human Resources Department. You should also be

familiar with the legislation under which you are employed as this may specify requirements with which you need to comply.

As an employee, you are expected to:

- Perform your duties to the best of your ability and be accountable for your performance;
- Follow reasonable instructions given by your supervisor or their delegate;
- Comply with lawful directions;
- Carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development;
- Act honestly and in good faith in fulfilling your duties;
- Be courteous, collaborative and responsive in dealing with your colleagues, students, parents and other members of the Flinders community and members of the public;
- 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.

4. What happens when the Code of Conduct is breached?

As an 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 their supervisor or the Head of School. If the possible breach is by their supervisor then it should be reported to the relevant Deputy Principal.

Factors the College may consider when deciding what action to take could include:

- The seriousness of the breach;
- The likelihood of the breach occurring again;
- Whether the employee has committed the breach more than once;
- The risk the breach poses to employees, students or any others; and
- 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.

5. Breaches relating to Child Protection

Any breaches relating to Child Protection will result in the employee against whom the allegations are made, being immediately stood down with full pay pending the outcome of an investigation. The employee will be required to cease all contact with any student of the College through the investigation process.

The outcome of an investigation into allegations of inappropriate behaviour may result in a formal report to the Police and relevant authorities depending on the severity of the breach. The following consequences may also apply:

- Full time permanent employees - termination of employment.
- Part time, temporary, casual and contract employees - termination of employment.
- Board members – required to step-down.
- Volunteers – no longer authorised to perform volunteer duties.
- Consultants and Contractors – contract for services terminated.
- Pre-Service Teachers and Gap Year Students – agreement cancelled.

Refer to the 'Managing Breaches of the Child and Youth Risk Management Strategy – Procedures' for the full range of consequences relating to the various levels of breaches.

6. Required Reporting

You are required to report certain information to the College.

You are required to inform the Principal if you 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 Deputy Principal or Principal, who may be required to inform the Police.

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

- Any concerns that you may have about the safety, welfare or wellbeing 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; and
- 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'; and
- If you become the subject of allegations of 'reportable conduct' whether or not they relate to your employment in the College.

Teachers and some other employees have mandatory reporting obligations where they have reasonable grounds to suspect a child under the age of 18 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 Counsellors and/or the **Student Protection in Anglican Schools Policy & Procedures 2015** for further information about these obligations.

7. Respect for People

The College expects that all employees treat each other with respect and courtesy. Our daily interaction with others reflects on the College's reputation. Therefore, you are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

If you work directly with students, you have a special responsibility to present yourself as an appropriate role model for those students. Modeling 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 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 other employees, contractors, students and parents 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 or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the College's **Anti-Discrimination Policy (Students), Anti-Discrimination, Anti-Harassment & Anti-Bullying Policy (Staff), Sexual Harassment or Sexual Assault Policies**. Unlawful harassment or discrimination may constitute an offence under state 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-Discrimination Policy (Students), Anti-Discrimination, Anti-Harassment & Anti-Bullying Policy (Staff)** and **Sexual Harassment or Sexual Assault Policies**.

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 Head of School 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 **Anti-Discrimination, Anti-Harassment & Anti-Bullying Policy (Staff), Sexual Harassment or Sexual Assault Policies or Grievance Policy (Staff)** as soon as possible after the incident(s) have occurred.

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

You should not lie about or exaggerate a complaint. The College will view this as a very serious matter, and you may be disciplined or dismissed.

8. Duty of Care and Workplace, Health and Safety

As a College employee, you have a duty of care to students in your charge to take all reasonable steps to protect students and colleagues from risks of harm that can be reasonably predicted.

The duty encompasses a wide range of matters, including (but not limited to):

- The provision of adequate supervision;
- Ensuring grounds, premises and equipment are safe for students' use;
- Implementing strategies to prevent bullying from occurring in college; and
- Providing 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 the College.

Your duty is to take all reasonable steps to protect students from risks of harm that can be reasonably

predicted. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the students' maturity and ability.

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.

You must ensure that you are aware of the College's **Risk Management Policy for Excursions and Camps** and **Student Protection in Anglican Schools Policy & Procedures 2015**.

You also 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 **Workplace Health & Safety Policy**.

9. Supervision of Students

You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.

You should be familiar with and comply with the College's evacuation procedures, which are outlined in the College's **Emergency Management Plan**.

As a Teacher you should at all times be responsible for students both within and outside of class. You should be punctual to class, house groups and allocated supervision.

When coaching/managing a College team/group at an outside venue, you should remain with students until they are all collected.

Primary School students should be supervised after College-based activities have concluded until they are picked up.

After 30 minutes, uncollected Primary School students should be placed into the care of a senior staff member present or taken to Outside School Hours Care.

Generally, Secondary School students are met by parents at the bell tower in the main carpark, once after school activities are concluded.

Secondary School students should be supervised until pick up should the activity conclude at night or over a weekend.

In consideration of activities run by external providers (e.g., Swim Club), students should be supervised by the provider until they are picked up.

Playground and Yard supervision is an integral part of the responsibility of teaching staff and teacher aides. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and be 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 College's **Anti-Discrimination and Anti-Bullying (Students) Policies**.

Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact either the Primary or Secondary First Aid rooms.

You should ensure that you understand and comply with the College's policy in regard to the storage and administration of prescribed medication to students. See the College's **Medical Policy and Anaphylaxis Guidelines & Management Policy**.

10. Professional Relationships between Employees, Students and Parents

All employees, contractors and volunteers must conduct themselves with the professionalism implied by their position and must behave at all times in a manner supportive of the welfare and best interests of all students.

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 employees to

understand and observe the College's **Student Protection in Anglican Schools Policy & Procedures 2015** and to participate in regular College mandated child protection training.

10.1 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, Head of School, Deputy Principal and/or the Principal.

You should never drive a student in your car unless you have specific permission from the parent and your supervisor, Head of School and/or the Principal to do so. In the event of an emergency you should exercise discretion but then inform your supervisor and the parent.

If you wish to conduct a private conversation with a student you should consider the time and venue carefully to avoid placing yourself 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, jewellery or dangerous or personal items ask students to hand them to you. Only take items directly from students who contravene College rules or in circumstances where concern exists for the safety of the student or others, and your own safety is not jeopardised by this action.

10.2 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 necessary as 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.

Staff should only supply sunscreen to students, rather than applying it to their face or other body areas.

Attention to the toileting needs of young children should be approached 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.

10.3 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:

- The law prohibiting sexual relations with a person under the age of consent (16 years); and
- The law prohibiting sexual relations between a teacher and their student under the age of 18 years.

You must not develop a close relationship with any student that is, or that can be interpreted as having a personal, rather than a professional interest in a student. However, it is acknowledged that some staff have existing personal relationships with children prior to becoming their teacher for example family friends or neighbours. 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, seeks to establish a personal relationship with you, or has developed a 'crush' on you, you should report your concerns to your supervisor, Deputy Principal or 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 inappropriate 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 inappropriate information about yourself.

You must not:

- Invite students to your home;
- Visit students at their home; or
- Attend parties or socialise with students, unless you have the permission of the relevant Deputy Principal or Principal and the student's parents or caregiver.

With consideration of the College's legal obligations to its employees and students, especially, but not limited to, the areas of Work, Health & Safety and Student Protection, all employees are required to consult with the Principal to seek approval prior to engaging in any other employment. This includes the paid tutoring, or coaching of students.

You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site. See section 13 below - Appropriate Use of Electronic Communication and Social Networking Sites.

You must carefully consider any gift you give to a student/s. Gifts must directly relate to the teaching and learning experience and the purpose of the gift must be made explicit to the student/s.

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 Deputy Principal and/or Principal.

You should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.

11. Student Protection

You must be aware of and comply with the College's **Student Protection in Anglican Schools Policy & Procedures 2015**.

You must report 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 to the Principal. This includes self-disclosure if the allegation involves you.

Broadly, 'reportable conduct' includes:

- Any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or
- Any assault, ill-treatment or neglect of a child; or
- The use of physical force that is investigated and the result of the investigation recorded under workplace employment procedures.
- Any behaviour that causes psychological harm to a child; Whether or not the child consents.

Reportable conduct does not extend to:

- 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
- The use of physical force that, in all the circumstances, is trivial or negligible.

For further information about 'reportable conduct' see the College's **Student Protection in Anglican Schools Policy & Procedures 2015**.

The requirements outlined above 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.

12. Staff with their Children Enrolled at the College

The College has a large number of students enrolled whose parents are also staff. This is highly valued by the College and demonstrates the high level of confidence staff have in the quality of education and development provided to our students.

If you are a staff member who is also a parent, or if you are a teacher discussing a student's behaviour with a parent who is a staff member, the following guidelines must be observed to assist in maintaining professional

relationships and confidentiality:

- Discussions in relation to your child with your child's teacher or other staff members must be conducted at a mutually convenient and pre-organised time. Avoid discussions or comments about your child, or about a colleague's child, with your colleagues, particularly when they are completing other work, in the staff room or having a break. Apply the same protocols you would expect and appreciate from other parents.
- Ensure that student reports, class teachers and lists and other information are not accessed or distributed before they are officially released to the parent and student body.
- As a rule, children and/or students should not be present in work areas except in exceptional circumstances or for brief periods of time. This causes unnecessary distractions to your colleagues and potentially impacts on productivity and confidentiality. For this reason, the College provides free Outside Hours Care and encourages staff to use this benefit. In the event that it is necessary to have your child present in a work area, please ensure that your child is well supervised, which includes ensuring the highest level of confidentiality is maintained at all times.

13. Appropriate Use of Electronic Communication and Social Media Sites

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 easy 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 **Acceptable Use of Technology Policy, Use of Social Network Sites Policy and the Viewing Classified and Non Classified Materials Policy**. This includes:

- Exercising good judgment when using electronic mail, following the principles of ethical behaviour;
- 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 or posting messages on social networking sites that are harassing, discriminatory, defamatory, threatening, disparaging, abusive, obscene or reflect poorly on the College, the workplace or your colleagues;
- Not inviting students into your personal social networking site or accept an invitation to theirs;
- Not using social networking sites to email or contact students;
- Not transmitting, storing, promoting or displaying offensive, defamatory, or harassing material; an activity that is strictly forbidden; and
- 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:

- Non-curriculum 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, libelous or slanderous messages or material; or
- Subversive or other messages or material related to illegal activities.

14. Use of Alcohol, Drugs and Tobacco

Workplace Health and Safety is of fundamental importance to the College. Maintaining a safe work environment requires everyone's continuous co-operation. You are responsible for ensuring that 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. You should be aware of the College's **Drug Policy**.

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 during hours of duty or when responsible for students (this excludes college approved social functions);
- 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; and
- Consult with your Deputy Principal or the Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

14.1 Drugs

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 will 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; and
- Supply or administer prescription or non-prescription drugs to students unless authorised to do so.

14.2 Alcohol

You should ensure that you are aware of the College's **Alcohol Policy**. You must not consume alcohol during College hours or at any College function when College students are present. This includes camps and other events conducted outside College premises. Exceptions to this rule include College endorsed function that includes the service of alcohol. Extended periods away with students e.g. UK Tour are also an exception. For other events you must seek approval to consume alcohol from the relevant Deputy Principal or Principal. However, as a representative of the College and role model for our students, moderation must be observed at all times.

You must not:

- Purchase alcohol for, or give alcohol to, any College student (or to any other person under the age of 18 years); and
- Encourage or condone the use of alcohol by students of any age during educational activities.

14.3 Tobacco

You must not smoke or permit smoking in any College building, 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.

15. Identifying and Managing 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 an employee, you must not act in conflict with the College's best interests. A conflict of interests can involve:

- Pecuniary interests i.e., financial gain or loss or other material benefits;
- Non-pecuniary interests i.e., favours, personal relationships and associations.

It may not only be about your own interests. It may include:

- The interests of members of your immediate family or relatives (where these interests are known);
- The interests of your own business partners or associates, or those of your workplace; or
- 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 relevant Deputy Principal or 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.

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 Deputy Principal or Principal.

16. Communication and Protecting Confidential Information

16.1 Communication

You are required to comply with the College's **Privacy Policy**.

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 relevant Deputy Principal or Principal in the context of grievance resolution.

All matters discussed in staff meetings and staff memos are to be treated confidentially and must not be discussed with students, members of the College community, or the public.

You must not give the media access to students, or allow the media 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.

16.2 Protecting Confidential Information

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 ensure that confidential information, in any form, is not accessed by unauthorised people.

16.3 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.

17. Record Keeping

You have a responsibility:

- To create and maintain full, accurate and honest records of student and other activities, decisions and other business transactions; and
- To capture or store records in the College's record systems.

You must not destroy or remove records without appropriate authority.

If you are a Supervisor, you have a responsibility to ensure that the employees reporting to you comply with their record management obligations.

If you are a Teacher, you are responsible for assessing and recording marks for students' work accurately, fairly and in a manner that is consistent with relevant policy, and the requirements of the College.

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

18. Educational Activities Outside the College: Duty of Care

Pupils can derive a great deal of educational benefit from taking part in off-site activities. In doing so, they have the opportunity to undergo experiences not available in the classroom or on the school premises. Such activities help to develop a pupil's investigative skills and longer activities/visits in particular, encourage greater independence.

All College employees have a responsibility:

- To take reasonable care of their own and others' health and safety;
- To co-operate with their employers;
- To carry out activities in accordance with training and instructions; and
- To inform the employer of any serious risk.

Activities outside the College refers to an educational, cultural or sporting activity that requires students to leave the school premises having been authorised to do so by the Principal or Deputy Principals.

This includes occasions outside the College grounds/properties, outside of nominated school hours of operations, and/or off-site learning, when pupils are involved in activities such as, but not limited to:

- Residential visits that require an overnight stay;
- Adventurous activities;
- Day visits to such establishments as museums, galleries, places of historical interest;
- Visits overseas;
- Sporting activities;
- Visits to the local library;
- Visits to the local shops; and
- Musical activities.

18.1 Aims

All off-site activities should have clear learning, curricular or developmental relevance.

A statement to this effect should be prepared to support the activity.

18.2 Approval of Off-site Activities

All off-site activities should be approved by the Principal, Deputy Principals, Heads of School or Careers Counsellor.

18.3 Responsibility for Organisation of Off-site Activities

The College has appointed a Careers/VET Counsellor whose role is to be involved in the planning and management of Work Experience Placement.

The excursion program is under the direction of the relevant Deputy Principal or Heads of School.

18.4 Communications with Parents/Carers

Parents should be aware of every occasion that their child is taken off the College's premises during the school day or on a College authorised activity out of school hours.

Parents are entitled to be as fully informed as possible about the aims and planning arrangements of the proposed off-site activity.

Teachers should be aware of the 'duty of care', which is placed upon them, according to this Policy.

18.5 Managing the Activity Supervision

- Each off-site activity should be risk assessed to ascertain the level of adult supervision required.
- Residential activities for mixed groups require that adults of each gender accompany the group.
- If the activity requires remote supervision, parents/carers are to be informed.
- Supervising adults should always include someone who has a knowledge of basic First Aid.
- Supervising adults should know of any special medical details relevant to a pupil.

18.6 Emergency Procedures

The group leader should refer to the emergency procedures as outlined in the **Critical Incident Policy**. A list of all participants - children and adults - should be held at the College and by each adult taking part in the activity.

Review: V 1.00 Principal | December 2015

Review: V 2.00 Human Resources Co-ordinator, Principal | 9 September 2016

Review: V 2.01 Human Resources Co-ordinator, Principal | 16 September 2016

Review: V 2.02 Human Resources Co-ordinator, Principal | 20 September 2016

Review: V 2.03 Human Resources Co-ordinator, Principal | 4 October 2016

Review: V 2.04 College Executive | 7 October 2016

Contact: Human Resources

Authorised by: Principal

Developed: September 2012

Initial Review: Eddie Groughan | May 2015

Next Review Due: September 2017

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed. If you are unsure whether you are reading the most current version, you should contact the Principal's Personal Assistant.