



# **Perth Waldorf School**

## **CODE OF CONDUCT**



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## 1 PURPOSE

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NOTE: The use of the word “staff members” in this document refers to all people who may be classed as “employees” by law.

This *Code of Conduct* applies to all staff members of the School whether employed on a permanent, temporary or casual basis.

- This Code of Conduct is intended to be made available to the school’s staff at the commencement of their employment (e.g. preferably around induction and training) and it is to be available and/or provided to staff during the course of their employment or involvement with the school.
- This Code forms comprehensive directions to these staff members or other workers as to the expected standard of behaviour.
- This Code is intended to apply to all staff members and contractors in their work with the school.

## 2 PREFACE

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### 2.1 SCHOOL ETHOS

The school’s ethos and values form the foundations of the behaviour expected in the code of conduct. The ethos of the school encompasses the following:

- Anthroposophy – we endeavour that the principles of anthroposophy live within the school.
- Community – we support the development of community amongst students, parents, staff and friends involved with the school.
- Respect – we honour and respect the Nyoongar people, the traditional custodians of the land. We honour and respect the rights of students, parents, staff members and other stakeholders of the school.
- Professionalism – we are a professional school in all facets of work.
- Collaboration – we work in the spirit of collaboration with the various bodies of the school.
- Fairness – in professional and interpersonal interactions, we operate out of principles of fairness, natural justice and the use of due process.
- Best Practice – we follow current best practice for schooling in accordance with the indications given by Rudolf Steiner and with due consideration of other current educational research.
- Consensus – we uphold the principles of consensus, in the appropriate school forums.

### 2.2 CODE OF CONDUCT

The aim of this *Code* is to outline the standards of behaviour expected of all staff members, contractors and volunteers of the School.

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.

The *Code* places an obligation on all staff members 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.

### **2.2.1 Who has to comply with the Code of Conduct**

By accepting employment with the School, 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 ethos and reputation of the School;
- comply with the School's policies and procedures;
- comply with your employment contract conditions;
- act ethically and responsibly; and
- be accountable for your actions and decisions.

As a Staff Member you should be aware of the School's policies and procedures, particularly those that apply to your work. Many of these are available online on the school's public drive or in the staff handbook; others may be made available to you through induction and training and development programs.

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your Faculty Coordinator, the School Development Coordinator or School Administrator.

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 a Staff Member, you hold a position of trust and are accountable for your actions.

If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the School's expectations of conduct during the period of their engagement.

### **2.2.2 Contractors and Volunteers**

Contractors, consultants and volunteers working with the School 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.

## **2.3 GENERAL**

The School 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 School may take disciplinary action.

### **3 WHAT IS EXPECTED OF YOU AS A STAFF MEMBER**

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As a School Staff Member you are expected to:

- be responsible for currency of your qualifications (e.g. TRBWA) and depending on your role hold Working with Children and police clearances.
- 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 and responsive in dealing with your colleagues, students, parents and members of the public;
- work collaboratively with your colleagues; and
- ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the School and does not damage the reputation of the School.

### **4 BREACH THE CODE OF CONDUCT**

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The consequences of inappropriate behaviour and breaches of this *Code* will depend on the nature of the breach.

Staff members should report possible breaches by colleagues to the Faculty Coordinator or the School Administrator. If the possible breach is by their supervisor, then it should be reported to the School Administrator. Possible breaches by the School Administrator should be reported to the Council Chairperson.

Factors the School may consider when deciding what action to take may 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 staff members, students or any others; and
- whether the breach would be serious enough to warrant formal disciplinary action.

Actions that may be taken by the School in respect of a breach of the Code include management or remedial action, restorative justice, training or disciplinary action

ranging from a warning to termination of employment. The school will reserve the right to determine in its entirety the response to any breach of this Code.

## 5 REQUIRED REPORTING

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All staff members are required to inform the School Administrator 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 School Administrator if you become the subject of an Apprehended Violence Order.

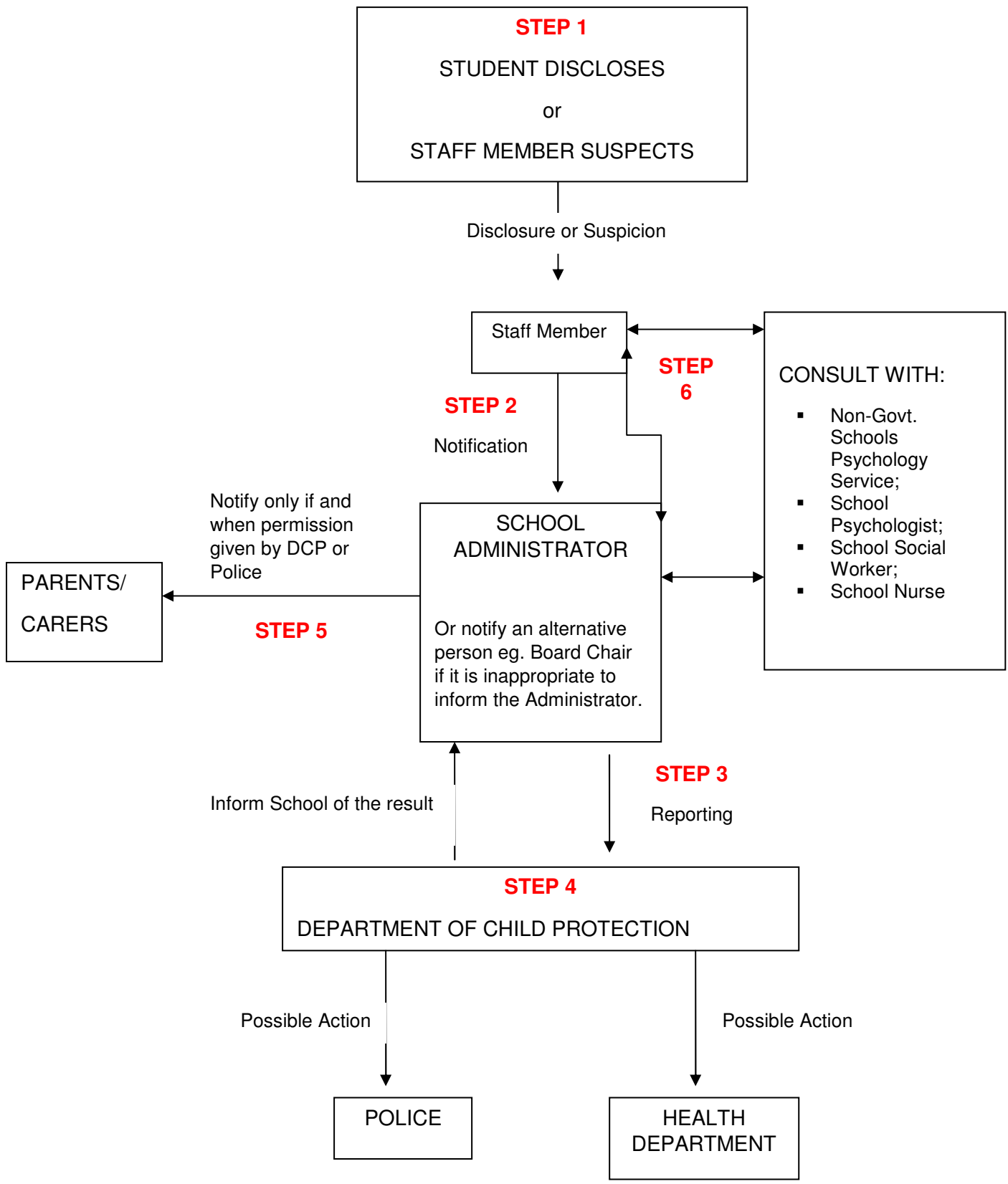
If, through your employment with the School, you become aware of a serious crime committed by another person, you are required to report it to the School Administrator, who may be required to inform the police.

As a Staff Member, you must report to the School Administrator:

- 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; 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 School.

NOTE: The following flow chart is to be followed:

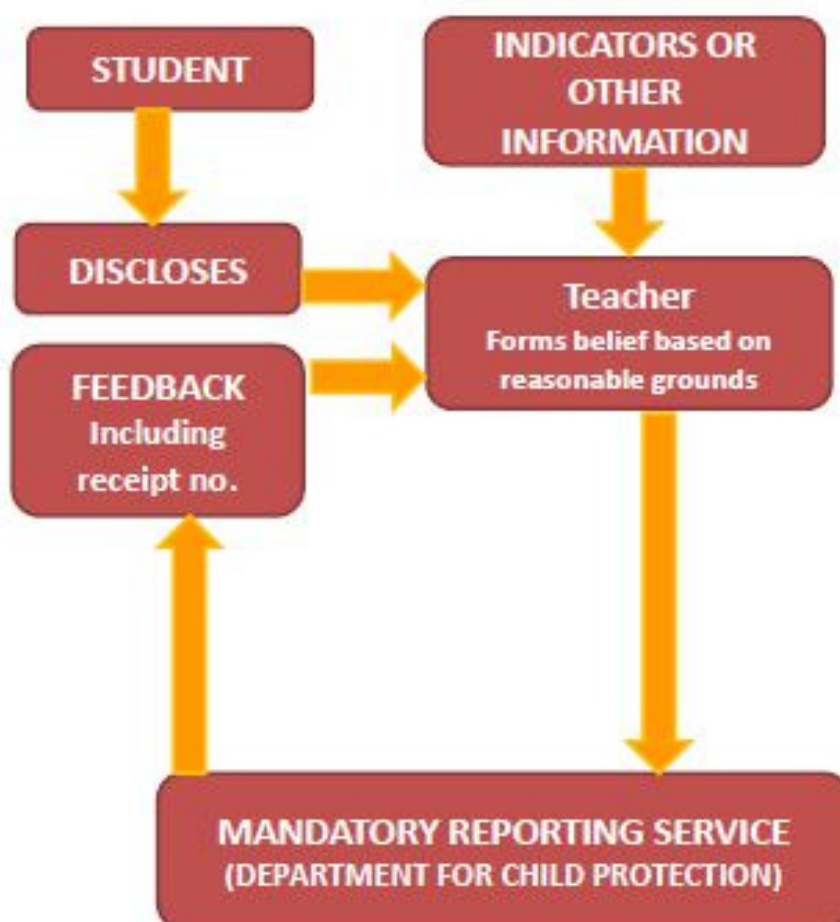




You should refer to the **Perth Waldorf School Child Protection Policy** for further information about reporting obligations specific to this policy. In this policy, teachers have mandatory reporting obligations under the *Children and Community Services Act 2004 (WA)* specifically, the *Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008* 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.

NOTE: The following flow chart is to be followed:

## MANDATORY REPORTING PROCEDURE



## 6 RESPECT FOR PEOPLE

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

Staff members 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 staff members, 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 staff members, 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 *Equal Opportunity Act 1984 (WA)* and the *School's Anti-Discrimination Policy*. Bullying may be a breach of your obligations under The Fair Work Amendment Act, 2013 (Cth), the Occupational Safety & Health Act 1984 (WA) or your duty of care at common law.

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 Faculty Coordinator or the School Development 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 School's **Concern and Grievances Policy** as soon as possible after the incident(s) have occurred.

The School 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.

## 7 DUTY OF CARE AND WORK HEALTH AND SAFETY

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### 7.1 DUTY OF CARE

As a School staff member, you have a duty of care to students in your charge to take all reasonable steps to protect students from risks of harm that can be reasonably

predicted while the students are in your care. 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.

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
- complying with procedures and reporting regarding child protection, behaviour management and discipline.
- implementing strategies to prevent bullying from occurring in School, 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 School.

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

Duty of care is not delegable and while non-teaching staff, volunteers and others may be employed in activities, the supervising teacher still has the responsibility for duty of care.

You should ensure that you are aware of the School's policies and procedures relating to Duty of Care with respect to Excursions, Camps, and Exchange Programs.

## **7.2 WORK HEALTH AND SAFETY**

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 and the School's ***Work Health & Safety Policy***.

## **7.3 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 School's evacuation procedures.
- You should remain with all younger students and if a student is not picked up by 3.15pm then take them to the office.

- As a School 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 staff members are required to manage and supervise students, it is important for all staff members to understand and observe the School's child protection policies.
- Playground supervision is an integral part of the responsibility of staff. Staff should use their personal judgement on how to actively supervise their designated area in a way that promotes harmony in the playground.
- You should be alert to bullying or any other form of discriminatory behaviour, and report incidents verbally to the class teacher or faculty coordinator. Additional detail about student bullying is set out in the ***Behaviour Management and Discipline Policy***.
- Ill or injured students should be attended to by the supervising staff member and if required the student should be sent to school office staff who have first aid qualifications.
- You should ensure that you understand and comply with the School's directions in regard to the storage and administration of prescribed medication to students.

## **8 PROFESSIONAL RELATIONSHIPS BETWEEN STAFF MEMBERS AND STUDENTS**

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### **8.1 INTERACTIONS WITH 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 (e.g. in winter) please exercise reasonable judgement.
- You should never drive a student in your car unless you have specific permission from the students' parents, your supervisor and/or the School Administrator 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 yourself in a vulnerable situation. It is preferable to leave the door open.
- When confiscating personal items, such as mobile phones, 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.

## **8.2 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 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 unless the student shows discomfort. It is always better to err on the side of caution. 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 School's behaviour management practices or individual student management plans. You should report and document any such incidents.

## **8.3 RELATIONSHIPS WITH STUDENTS**

You must not have a romantic or sexual relationship with a student. It is irrelevant of the nature of the relationship, 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 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 school.

- 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 School Administrator 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, profanity, 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:

- invite students to your home;
- visit students at their home unless part of a home visit interview which has parent's consent and attendance; or
- attend parties or socialise with students, unless you have the express permission of the Administrator and/or their parents or caregiver.
- engage in private tutoring or coaching students from the School without the express permission of the School Administrator.
- invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site (see Section 7 - Appropriate use of electronic communication and social networking sites).

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

#### **8.4 CHILD PROTECTION**

You must be aware of and comply with the School's **Child Protection Policy**. To view this policy please refer to **x drive / Public / Policies & Procedures / Child Protection Policy**.

As set out in this policy 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 or to the School Administrator. This includes self-disclosure if the allegation involves you.

**Mandatory reporting** is now a requirement in Western Australia for certain occupations including teachers to make reports when they have a reasonable belief that sexual abuse is occurring or has occurred.

For other forms of child abuse mandatory reporting is not yet a requirement, however, schools have a duty of care and a moral obligation to follow the recommended procedures in cases of suspected child abuse.

The *Department for Child Protection (DCP)* is the government department with the statutory authority to investigate concerns in Western Australia.

It is not the school's role to investigate child maltreatment issues, including concerns of sexual abuse. That is the DCP's responsibility.

All disclosures or strong concerns of abuse or neglect should be **reported** to DCP by the School Administrator. The DCP will then decide on how to proceed and whether it is appropriate to notify the Western Australian Police.

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 physical abuse, assault, ill-treatment or neglect of a child; or
- any behaviour that causes emotional abuse or psychological harm to a child, whether or not the child consents.
- Grooming, which is defined as any actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child, to lower the child's inhibitions in preparation for engaging in sexual activity with a child.

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.

The School provides electronic communication facilities for staff members for educational or administrative purposes. It can monitor and view data stored or transmitted using the School'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.

The requirements outlined in Sections 7 & 8 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 inappropriate conduct.

## 9 MEETING CONDUCT

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Faculty Meetings and Whole Staff Meetings are a compulsory, professional obligation for full-time teachers, and part-time teachers are expected to attend these meetings in proportion to their teaching load.

Such meetings are an invaluable forum for developing and implementing a shared vision. Through sharing, study and child studies, these meetings are an opportunity



to strengthen the impulse that guides our school. Collectively we can work to ensure that the Perth Waldorf School is a health giving sanctuary for the students entrusted to our care.

Trust, attentiveness and clear communication for the whole group result when integrity and professionalism are high and meeting etiquette is adhered to. Disagreement and conflict are inevitable, but through personal endeavour to adhere to the guidelines below, we will ensure that our meetings are constructive, positive experiences where our shared vision shines through with purpose.

- Be punctual – arrive on time for the meeting.
- Apologies - If unable to attend give your apologies directly to the Chairperson before the meeting.
- Agenda – If you have an agenda item please submit to the Chairperson in a timely matter prior to the meeting. Provide information, background reading, proposal outline and any other relevant material for discussion.
- Come prepared for the meeting – agendas are posted before the meeting. Bring required materials, read background documentation, give consideration to the items before the meeting.
- Chairperson - All meetings need to be chaired. If no chair, always appoint a facilitator. This is essential to control the agenda and guide the proceedings professionally.
- Attend the entire meeting – Leaving before the end of the meeting, unless absolutely necessary, can be disruptive to the group process.
- Meeting times – agreed start and finish times gives structure and certainty.
- Agenda - The Chairperson should strive to stay within the framework of the agenda and keep circular disagreements and the like to a minimum.
- Respect the role of Chairperson in guiding the proceedings.
- Listen with respect - Do not interrupt another speaker. No side conversations. Different points of view deserve respect.
- Speak with respect - Speak in turn (e.g. raise hand to notify Chair). Stick to the topic at hand. Be mindful of the amount of time you speak, the relevance of what you bring, and whether you are repeating points already raised. Quality tends to be valued more than quantity.
- All members should be given the opportunity to contribute to the discussion. Be positive with your comments. If there must be criticism, make it constructive. Avoid value judgements and always try to suggest alternative solutions.
- If you experience frustration that a topic needing discussion is overlooked, submit the topic for the following agenda.
- When conflict arises, remember the above. Stay calm, conduct yourself with integrity and professionalism, remain positive and constructive.
- Conflict between staff members should be resolved outside the meeting. Staff members are expected to work at resolving conflict.

College works with a relational, restorative approach and mediation is available.

- When a decision is agreed to, all voices should speak with one voice. Ideas belong to the group, not the individual. Leave united.
- Thank the Chairperson – Observe the guidelines above. The Chairperson's job will be easier and the meeting will be more productive and satisfying if you do.

## **10 APPROPRIATE USE OF ELECTRONIC COMMUNICATION AND SOCIAL NETWORKING SITES**

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You must comply with the school's ethos and expectations *with respect to the use of electronic communication and social networking*. Further you should:

- exercise good judgment when using electronic mail, following the principles of ethical behaviour;
- use appropriate and professional language in electronic mail messages;
- be 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 send messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
- avoid inviting students into your personal social networking site or accepting an invitation to theirs;
- not use social networking sites to email or contact students;
- remember transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- report any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

You must never use the School'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.

## **11 USE OF DRUGS ALCOHOL AND TOBACCO**

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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 School 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, tobacco or non-prescribed and/or restricted substances during work time.
- 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 supervisor or School Administrator if you are concerned about working with other staff members who may be affected by drugs or alcohol.

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

### **11.1 DRUGS**

As a School employee, you must not:

- have illegal drugs in your possession while at work. Any illegal drugs found on school property or in the possession of any person on School property may result in disciplinary action including the termination of your employment and referral to the Police;
- give students or other staff members 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.

### **11.2 ALCOHOL**

You must not take alcohol to school or consume it during school hours or at any school function at any time school students are present, including those events conducted outside school premises unless expressly permitted to do so by the School Administrator. A school function is any occasion organised by the school and/or in the school's name, including dances, farewells, excursions, camps, festivals and open day events.

You must not:

- purchase alcohol for, or give alcohol to, any School 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.

### **11.3 TOBACCO**

Perth Waldorf School is a smoke free environment. As well as maintaining a healthy workplace we operate in a bushland environment and the risk of bushfires is always a key consideration in managing circumstances to keep our school a safe place.

You must not smoke or permit smoking in any school buildings, enclosed area or on school grounds. This includes all buildings, gardens, sports fields, cars and car parks on and near the school grounds.

You must not purchase tobacco or tobacco products for any School student, or give them tobacco or tobacco products.

## **12 IDENTIFYING AND MANAGING CONFLICTS OF INTEREST**

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As a School employee, you must not act in conflict with the School'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. favour, 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 School Administrator.

You should also report situations where a colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

## **13 DECLARING GIFTS, BENEFITS AND BRIBES**

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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 School Administrator.

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 School and its staff. You must not create the impression that any person or organisation is influencing the school or the decisions or actions of any of its staff members.

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 school.

As an employee, you may be offered a gift or benefit as an act of gratitude. Expressing gratitude is a characteristic we value in the school. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

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 (\$100) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the School.

When such a gift is accepted, you must advise the School Administrator. The School Administrator 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 staff members 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 School. If you win a prize you must advise your supervisor or the School Administrator who will determine how the prize should be treated and recorded.

## **14 COMMUNICATION AND PROTECTING CONFIDENTIAL INFORMATION**

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### **14.1 COMMUNICATION**

- You are required to comply with the established line of communication with parents in the School.
- 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 School Administrator in the context of a grievance resolution.
- All matters discussed in staff meetings and staff communication documents are to be treated confidentially and not discussed with students, members of the school community, or the public.
- The media should not be given access to students or allowed entry to the school without the express permission of the School Administrator. You should not make any comments to the media about the school, students or parents without the express permission of the School Administrator.

## **14.2 CONFIDENTIAL INFORMATION**

- As a School 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 School Administrator.
- You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

## **14.3 PRIVACY**

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

## **15 RECORD KEEPING**

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All staff members have a responsibility:

- to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and
- to capture or store records in the school's record systems.

You must not destroy or remove records without appropriate authority.

Coordinators have a responsibility to ensure that the staff reporting to them comply with their records management obligations.

Staff members responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with the relevant assessment and reporting frameworks and the requirements of the school.

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

## **16 COPYRIGHT AND INTELLECTUAL PROPERTY**

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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 School's intellectual property should be sought from the School Administrator.

The School cannot give away or assign its intellectual property without the approval of the School Council.

If you develop material that relates to your employment with the school, the copyright in that material will belong to the school. This may apply even if the material was developed in your own time or at home.

You should not use the school's intellectual property (including copyright) for private purposes without obtaining written permission from the School Administrator.

## **17 ACKNOWLEDGEMENT**

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I \_\_\_\_\_ have read, understood and agree to  
comply with the terms of this Perth Waldorf School Code of Conduct.

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Dated**

**Please return the signed Acknowledgement to front office.**

**Thank you.**