



CODE OF CONDUCT FOR COUNCIL MEMBERS

V2.1

website

Code of Conduct for Council Members	
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Date of effect/ approved by Council	February 2022, May 2022
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Compliance interactions: and Internal Policy	Child Protection Policy Code of Conduct for Students, Staff, Contractors, Parents & Volunteers Disability & Anti-Discrimination Policy Grievance & Concern Policy Health & Safety Policy National Child Safe Organisation Plan Prevention of Bullying Policy
Delegated Policy Owner (Custodian)	School Administrator
Procedures and forms:	Not applicable
Supporting documents:	Not applicable
PWS Website:	Yes
Links:	Not applicable
Legislation:	Children and Community Services Act 2004 (WA) Children and Community Services Amendment (Reporting Sexual Abuse to Children) Act 2008 Equal Opportunity Act 1984 (WA) Occupation Safety & Health Act 1984 (WA) School Education Act 1999, Western Australia, Sections 22-28 (the Act) Privacy Act 1988 Privacy Amendment (Enhancing Privacy Protection) Act 2012 School Education Regulations 2000 – Part 2 The Fair Work Amendment Act, 2013 (Cth)
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Feedback:	pws@pws.wa.edu.au
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Perth Waldorf School
Council
Code of Conduct and Confidentiality Agreement

“At Perth Waldorf School we are committed to promoting the safety, health and wellbeing of children and young people and expect all school staff, parents, students, volunteers and visitors to the school to share that commitment. Perth Waldorf School explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment.”

School Council's Accountabilities and Responsibilities

The accountabilities, responsibilities of the School Council are listed below. Some responsibilities are delegated to the School Administrator, whilst the Council maintains ultimate accountability.

1. The School Council is responsible for establishing the policies under which the School Administrator will manage the school.
2. The School Council is responsible for selecting a new School Administrator of the school when required; and for appraising the performance of the School Administrator during his or her tenure.
3. The School Council has complete and final responsibility for the fiscal affairs of the school including assets represented by buildings, facilities and grounds.
4. The School Council, in collaboration with the School Administrator, is responsible for preparing a clear statement of the school's objectives and for ensuring that appropriate strategic planning takes place in the school.
5. The School Council may establish working committees and ensure that members are actively involved in appropriate committee assignments.
6. The School Council should conduct an annual self-evaluation. The School Administrator should provide some input into the School Council's performance.
7. The School Council should engage in professional learning opportunities relevant to its capacity for its role in overseeing the operation of the school and fulfilling its governance accountabilities.
8. The School Council is responsible for keeping full and accurate minutes of its meetings and those of its committees. This responsibility is usually discharged by the Secretary.
9. The School Council should maintain an appropriate level of communication with other members of the school community.
10. The School Administrator is responsible for the management of the school, including curriculum, discipline, learning, teaching and staffing of the school. The School Council has no authority concerning the internal management of the school.
11. The School Council should ensure the policy decisions are reflected in the school's policies as and where needed.

12. The School Council should maintain a governance manual handbook to inform and guide its actions and decision making. This would be a valuable learning tool during the induction process of new Council members.
13. The School Council is accountable for maintaining a satisfactory standard of education and levels of care for students.
14. The School Council is accountable for the quality of the educational programs of the school.
15. The School Council is accountable for ensuring the development and implementation of effective processes to plan, monitor and achieve improvements in student learning.
16. The School Council is responsible for fostering positive relationships with all stakeholders.
17. As part of its legal compliance the School Council must ensure the protection, of any person who reports breaches of this and the School's Codes of Conducts in good faith, from victimisation or other adverse consequence.
18. The School Council is accountable for risk management of the school; (*eg financial, operational, reputational, student welfare and wellbeing*).
19. The School Council is accountable for legal compliance by the school.

School Council Members' Expectations and Code of Conduct

1. A School Council member's first obligation is to be informed about the school's, history, goals, current constitution, operations and concerns.
2. A new School Council member must engage meaningfully in the School Council's membership induction process. This includes participating in required learning sessions and completing required reading.
3. A School Council member who holds a current Working With Children Card should disclose these details for recordkeeping by the school.
4. A member should come to meetings prepared, having read the minutes of previous meetings, the agenda and meeting papers and other pertinent material for the meeting at hand, and should participate in the consideration of all matters before the School Council. Only through the sharing of diverse opinions can constructive decisions be reached.
5. School Council members have an obligation to participate respectfully in debates on issues before the School Council, from both a speaking and listening perspective.
6. A member should not hesitate to ask questions. A full understanding of the issues is a prerequisite to casting an informed vote.
7. The School Council as a whole makes decisions. An individual member should never seek to impose a personal agenda on the School Council or School Administrator. Members who are parents or school staff members must take particular care to separate the interests of the school, as a whole, from their own (or their family's) individual interest in a matter.

8. School Council members may not become involved in the operations of the school unless requested to do so by the School Administrator.
9. Members have an absolute duty of confidentiality with regard to School Council affairs. A member may not discuss with an outside party, matters under consideration in the School Council unless and until such matters have been disclosed publicly by the School Council.
10. Members must, at all times, abide by privacy requirements in relation to personal information known to them or in their possession, about any person involved in a school / School Council matter.
11. All members are required to support resolutions passed by the School Council and may not express views outside School Council meetings. No member may discuss with an outside party differing views that may have been expressed at School Council meetings nor who expressed them.
12. A School Council member must work collaboratively with fellow School Council members in a spirit of harmony and cooperation despite differences of opinion that may arise.
13. Members sit on the School Council as individuals charged with furthering the interests of the school as a whole and not those of any particular section of the school community. In particular, parent members sit on the School Council in order to ensure that a parental view may be expressed during discussions on issues. Such members are not present as representatives of any parent body and are prohibited from communicating School Council matters back to any parent body or parents generally.
14. School Council members must accept that their membership places special constraints on them as a member of the school community. Members must, in particular, exercise caution in conversations with others regarding school affairs, being ready to listen to opinions but not to offer them unless they are in line with resolved School Council opinions. Members may not engage in gossip, lobbying or other activities that could be seen as indicating a different view to that of the School Council or the School Administrator.
15. School Council members have a responsibility to support the School Council and School Administrator actively and to demonstrate that support within the school community.
16. A School Council member must refer any matter of internal school administration to the School Administrator and not become involved in matters outside the jurisdiction of a School Council member. A School Council member must not attempt to deal with such situations nor canvass such issues with other parties.
17. A School Council member must adhere to all of the School's policies and procedures.
18. A School Council member must report objectively observable behaviour which breaches or is suspected of breaching this or any of the School's Codes of Conducts, (other than those subject to mandatory reporting obligations) to the School Administrator, a designated senior staff member or the Council Chair.
19. A School Council member must uphold the school's assurance that protection from victimisation or other adverse consequences is afforded to any person, who makes such reports (as described in item 18. above), in good faith.

20. A School Council member should refer to this and Perth Waldorf School's Codes of Conducts for information on expected behaviours so as to be able to identify when a Code has been breached.
21. School Council members must, at all times, ensure that their decisions are consistent with the ethos of the school.
22. A School Council member embraces and is willing to further their understanding of Steiner Education.
23. A School Council member will disclose to the Council Chair or the School Administrator if they are charged with or convicted of a serious offence. They must also inform the School Administrator if they become the subject of an Apprehended Violence Order.

I will at all times support and promote a school environment that:

- Acts in accordance with Perth Waldorf School's child safety and wellbeing policies and procedures at all times.
- Behaves respectfully, courteously and ethically towards children and their families and towards others associated with the school.
- Listens and responds to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promotes the human rights, safety and wellbeing of all children in Perth Waldorf School.
- Demonstrates appropriate personal and professional boundaries.
- Considers and respects the diverse backgrounds and needs of children.
- Creates an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Reports objectively observable behaviour which breaches or is suspected of breaching this Code, (other than those subject to mandatory reporting obligations) to the School Administrator, a designated senior staff member or the Council Chair.
- Involves children in making decisions about activities, policies and processes that concern them wherever possible.
- Discusses, learns and reviews issues concerning child safety and wellbeing.
- Identify and mitigates risks to children's safety and wellbeing.
- Responds to any concerns or complaints of child harm or abuse promptly and in line with Perth Waldorf School's policy and procedure for receiving and responding to complaints and legislative requirements.
- Reports all suspected or disclosed child harm or abuse as required by *the Children and Community Services Act 2004* and by Perth Waldorf School's policy and procedure on internal and external reporting.
- Complies with Perth Waldorf School's protocols on communicating with children.
- Complies with *Privacy Act 1988* and *Privacy Amendment (Enhancing Privacy Protection) Act 2012* and *Perth Waldorf School's policies and procedures* on record keeping and information sharing.

I will **not** at any time support a school environment that:

- Engages in any unlawful activity with or in relation to a child.
- Engages in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminates against any child or their family members.
- Allows adults to be alone with a child unnecessarily.
- Allows adults to arrange personal contact, including online contact, with children unnecessarily and inappropriately.

- Discloses personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent.
- Uses inappropriate language in the presence of children or shows or provides children with access to inappropriate images or material.
- Works with children while under the influence of alcohol or prohibited drugs.
- Ignores or disregards any suspected or disclosed child harm or abuse.

I acknowledge that I have read and understood this Code of Conduct:

Council Member Name

Council Member Signature

Date