

# Seventh-day Adventist Schools (South Queensland) Limited



Department: <b>Education</b>	Description: <b>Policy</b>
Administrative Area: <b>Staff and Personnel</b>	Type: <b>Mandatory</b>
Document Name: <b>Staff Code of Conduct</b>	Issue Date: <b>19 December 2023</b>
Document ID: <b>SQS188.004.EDU</b>	Review Date: <b></b>

	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements
<b>References:</b>	<ul style="list-style-type: none"> <li>• Working with Children (Risk Management and Screening) Act 2000 (Qld)</li> <li>• Working with Children (Risk Management and Screening) Regulation <a href="#">2020</a> (Qld)</li> <li>• Child Protection Act 1999 (Qld)</li> <li>• Education (Accreditation of Non-State Schools) Act <a href="#">2017</a> (Qld)</li> <li>• Education (Accreditation of Non-State Schools) Regulation <a href="#">2017</a> (Qld)</li> <li>• Education (General Provisions) Act 2006 (Qld)</li> <li>• Education (General Provisions) Regulation 2017 (Qld)</li> <li>• Enterprise Bargaining Agreement (or equivalent)</li> </ul>

**Status:** Approved on 19/12/2023 by the Board of Directors (Resolution No. 4/2023)

**Pr Brett Townend**

Board of Directors Chairperson

**Date of Approval:** 19/12/2023

**Pr Joseph Maticic**

Board of Directors Secretary

**Date of A**

	<u>Section</u>	<u>Details of Changes</u>
	Whole document	Reassigned from SQS169.001.ADM to SQS188.001.ADM
Steve Cowley (6 April 2018)	Whole document	As per email from Jack Ryan 5 April 2018, changed <b>Education Director</b> and <b>Chief Education Director</b> titles to <b>Chief Executive Officer</b>

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**Duty of Care**

- 5.1 As a *Company* employee, you have a duty of care to students in your charge. That 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.
- 5.2 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 before the activity is undertaken.
- 5.3 You should ensure that you are aware of the School's guidelines for duty of care.

**Work Health and Safety**

- 5.4 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.
- 5.5 Considerations of safety relate to both physical and psychological wellbeing of individuals.
- 5.6 You should ensure that you are aware of the *Company's* Work, Health and Safety Management System and its associated policies and guidelines.
- 5.7 You should ensure that you are aware of and comply with the School's Work, Health and Safety policies, procedures and safe work practices.
- 5.8 You are obligated to actively participate in all compaTjEMC elrlmaty 3.7 (n)-4(k)3.2 ( p)6.1 (r)-5.8 (a)0..9 (m)-5ta0.003 T

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- 6.9 When congratulating a student, a handshake, pat on the shoulder or brief hug (initiated by the student) are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable.
- 6.10 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.
- 6.11 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.

**Relationships with students**

- 6.12 You must not have a romantic or sexual relationship with a student (regardless of the student's age). It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. You are reminded of:
  - (a) The law prohibiting sexual relations with a person under the age of consent (16 years); and
  - (b) The law prohibiting sexual relations between a teacher and their student.
- 6.13 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 *Company*.
- 6.14 If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your supervisor and/or the principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
- 6.15 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, derogaangnn (r)-0gaa.-1.4 (el)0.6 (

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## 10. 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 *Company*.

10.1 As a *Company child related worker*, you must not act in conflict with the Company's best interests. A conflict of interests can involve:

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

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

- (a) The interests of members of your immediate family or relatives (where these interests are known);
- (b) The interests of your own business partners or associates, or those of your workplace; or
- (c) The interests of your friends.

10.2 When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to your supervisor or the Principal.

10.3 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.

## 11. Declaring Gifts, Benefits and Bribes

As an employee, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful.

You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

11.1 If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal or Director of Education.

11.2 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 Company and its staff. You must not create the impression that any person or organisation is influencing the Company or the decisions or actions of any of its employees.

11.3 When such a gift is accepted that is more than nominal value (\$50) you must advise your principal and record the gift in the School's Gift Registry.

11.4 Sometimes employees might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the College. If you win a prize you must advise your supervisor or

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