

Code of Conduct

1. PURPOSE

This Code of Conduct sets out standards for all employees, volunteers and contractors regarding the conduct expected of them while working for Kingswood College. The College is committed to ensuring a respectful workplace that is safe, positive and supportive for all members of the College community. Kingswood College governing authority, the College Council, has developed and endorsed this code of conduct with the objective of promoting child safety in the College environment.

Staff, contractors and volunteers sign and agree to abide by this Code when commencing their work for the College.

2. SCOPE

The Code of Conduct applies to adult members of the Kingswood College community that undertake child-connected work – this includes staff, contractors and volunteers (including parents), and includes both physical and online environments used by students. The application of this Code is not limited to the normal place of work and work hours. It extends to all functions and events that are work-related and when representing or acting on behalf of the College.

All staff, volunteers and contractors need to be aware of and comply with their professional code of conduct (where applicable) as well as the provisions of this Code. This code does not replace any legislative or regulatory obligations or specific professional codes of conduct (e.g. Victorian Teaching Profession's Codes of Conduct and Ethics) that apply to staff at Kingswood College.

3. PRINCIPLES OF THE CODE

3.1. Kingswood College is committed to the core values of excellence, perseverance, kindness, courage and respect.

It is expected that those bound by this Code will:

- treat others with dignity and respect
- conduct themselves as an appropriate role model and maintain high standards of personal conduct at all times
- never unlawfully harass, bully, victimise or discriminate against any person (adult or student) on the basis of personal attributes including, ethnicity, aboriginality, disability, age, gender, race, religion, political affiliation, marital status or sexual preference
- not tolerate behaviour that a reasonable person would consider offensive, intimidating, humiliating, aggressive, threatening or abusive
- acknowledge and respect the authority of the College Council and Principal
- use all of the College's systems and equipment appropriately and observe the acceptable and appropriate use of all electronic and digital devices
- never treat anyone unfavourably because they have brought a genuine complaint of improper behaviour.

Unacceptable conduct includes, but is not limited to:

- theft, fraud or misappropriation or misuse of College funds or resources

- any form of physical violence including fighting, assault or threats of violence
- the use of inappropriate or profane words or gestures and images
- smoking on campus or at College events
- attending work, social, sporting or other functions as a representative of the College while affected by adverse effects of alcohol or illicit drugs (thereby placing the individual and others at risk)
- touching, handling, pushing or otherwise physically engaging with students or others other than in exercising sound professional judgement and consistent with the inherent pastoral requirements of the role
- developing a “special” relationship with a student(s) that could be seen as favouritism or inappropriate
- ignore an adult’s overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- social or professional visits to a student in his or her home without consent of the student’s parents or without previously seeking the approval of the Head of School or Principal as applicable.
- socialising with students in person or via social networking media or similar technology except where authorised by the College.

3.2. Kingswood College is committed to child safety

It is expected that those bound by this Code will support the safety, participation, wellbeing and empowerment of children by:

- complying with the Kingswood College Child Safe Policy and upholding the statement values which includes zero tolerance for child abuse
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm
- promoting the cultural safety, participation and empowerment of all children, and particularly: Aboriginal and Torres Strait Islander children; children with a culturally or linguistically diverse background; children with a disability; international students; students unable to live at home; and students who are same-sex attracted, intersex or gender diverse
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of children, particularly if they disclose that they or another child or student has been abused and/or are worried about their safety or the safety of another
- reporting any allegations of child abuse or other child safety concerns to the College Executive or one of the College’s Child Safety Officers
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our [Responding to Concerns of Child Abuse, Neglect and Safety](#) procedures and the *PROTECT Four Critical Actions for Schools*
- reporting any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher to the Victorian Institute of Teaching.

If you believe a child is at immediate risk of abuse, phone 000.

3.3. Kingswood College respects and maintains confidentiality and privacy

It is expected that all members of the College community will:

- only share private or confidential information held by the College, either online or otherwise, with other staff or members of the College community where it is legitimately required for them to undertake their role
- collect, use, maintain and destroy information, particularly personal or sensitive information, in accordance with legislation and applicable College policy
- never disclose any information about Kingswood College that is not already public knowledge without the appropriate authority to do so

3.4. Kingswood College avoids and manages conflicts of interest

It is expected that all members of the College community will:

- be aware of potential, perceived or actual conflicts of interest and disclose them immediately to the Principal or Director of Business
- never accept any gift, reward or entertainment if it could create an obligation or expectation, or could be perceived to create an obligation or expectation, that would be in conflict with your role at the College
- maintain an appropriate relationship when dealing with students, parents and suppliers, particularly recognising the need to maintain a professional (not personal) relationship with students

3.5. Kingswood College supports all people bound by this code

This Code of Conduct takes into account the interests of school staff and others bound by this code, and the needs of children.

It is expected that all members of the College community will:

- (a) comply with all relevant laws and regulations;
- (b) comply with the College's policies and procedures; and
- (c) comply with any relevant professional or occupational code of conduct.

Any actual or suspected breaches of this Code, any law, regulation, policy or procedure should be honestly reported.

4. BREACH

A breach of this Code of Conduct may be considered misconduct and depending on an investigation of the circumstances, may result in disciplinary action. Any concerns about the conduct covered by this policy should be raised with a member of the College Executive.

Agreement: By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to a member of the College Executive.

I agree to adhere to this Code of Conduct:

Name:

Signature:

Date: