



# CHI.L.D. Association Code of Conduct

## **Purpose**

To guide staff and parents to identify and resolve issues of ethical conduct.

## **Modification History**

Introduced February 1999.

Revised in 2009 thereby replacing the previous version

## **Related Policies, Procedures & Documentation**

CHI.L.D. Association Policy list.

## **Principles**

The Code of Conduct provides a broad framework for the identification and resolution of issues concerning the conduct of employees and parents of the CHI.L.D. Association. It is intended to guide staff and parents in their dealings with colleagues, students, the Association, parents and the local and national communities. It does not address all possible situations that may arise with the CHI.L.D. Association but is a set of principles that provide guidance to staff and parents on acceptable and unacceptable behaviours.

The Code applies to all staff members and parents and to all individuals who enter into particular relationships with CHI.L.D. Association for a specified time period or time periods, for example volunteers, relief staff, secondary and tertiary students, researchers and contractors.

The Code stands beside, but does not exclude or replace the rights and obligations of staff and parents under, common and statute law.

## **CHI.L.D. Association Responsibilities**

- CHI.L.D. Association is responsible to staff, students and the community to ensure that it fulfils its obligation under the Religious Educational and Charitable Institutions Act 1861 - 1967 and recognises that it is through its staff that it achieves its educational and organisational goals and objectives.

## **Responsibilities of Staff**

Responsibilities under the Code fall into four categories:

- Respect for the Law and CHI.L.D. Association Governance
- Fair Treatment of People
- Personal and Professional Behaviour
- Exercising Care and Diligence in Employment

## **Respect for the Law and CHI.L.D. Association Governance**

All staff members and Parents have an obligation to observe and comply with relevant State and Commonwealth law. They are also required to act in accordance with CHI.L.D. Association's mission, policies and procedures and to respond positively to any lawful and reasonable directions given by persons who are authorised to give such a direction. They should also uphold the good name of CHI.L.D. Association and exercise judgement in the best interests of CHI.L.D. Association.

In meeting this obligation, staff members and parents should be aware of:

- CHI.L.D. Association's mission, policies and procedures
- laws such as the Privacy Act, equal opportunity legislation, Industrial Awards and Agreements relevant to CHI.L.D. Association employment and the Child Protection Act
- conditions of access to CHI.L.D. Association's communication facilities, including email.

### ***Fair Treatment of People***

This obligation covers the conduct of staff and parents in their dealings with others, including students, staff of CHI.L.D. Association and members of the school community.

For example, all staff members and parents should:

- treat other staff members ,students and other school community members with courtesy, fairness and equity;
- engage in conduct that is non-discriminatory on the basis of sex, race, sexuality, disability, cultural background, religion, marital status, age, union affiliation, political conviction or family responsibilities;
- avoid behaviour that may be reasonably perceived as harassing, intimidating, overbearing, bullying or physically or emotionally threatening;
- refrain from acting in a way that would unfairly harm the reputation and career prospects and/or defame other staff members, parents or students;
- be responsive, courteous and prompt in dealing with staff members, students and members of the community;
- refrain from insulting the personal beliefs of staff members, parents ,students and accept their legitimate right to practice their beliefs; and
- recognise that increased obligations apply when dealing with minors, including obligations to protect minors from harassment and discrimination.

### ***Personal and Professional Behaviour***

Staff members and parents are expected to be honest in carrying out their duties and communications with each other. Staff have a 'duty of care' that is placed on them during the time the students are at school. This duty of care is placed at risk and the process of open communication begins to fail when staff and parents unsuccessfully recognise and avoid (i) conflicts between their private interests and CHI.L.D. Association responsibilities and (ii) situations where there is a reasonable basis for the perception of such a conflict.

Staff members should discourage the receipt of any gift or benefit in connection with the performance of their duties (apart from in an official capacity) and ensure that when expressing any private point of view that these views are not attributed to CHI.L.D. Association.

Situations that may give rise to conflict of interest are typically:

- financial interest in matters CHI.L.D. Association deals with – staff may find themselves in a position in which fulfilment of their functions and duties may confer material benefits to themselves, their families, relatives or close associates;
- personal relationships with students and parents . Staff should avoid and must disclose to the CHI.L.D. Association any situations which may require them to supervise or assess a student with whom they have or have had a personal, commercial, familial or other significant relationship;
- personal relationships with other staff –
  - staff should avoid and must disclose to CHI.L.D. Association any situations which may require them to supervise another member of staff with whom they have or have had a personal, commercial, familial or other significant relationship;
  - it is also expected that staff members will disclose to CHI.L.D. Association any personal relationships with a current or prospective staff member which may give rise to a conflict of interest;
- personal relationships with people the CHI.L.D. Association deals with (e.g. contractors or tenderers);
- secondary employment that compromises the integrity of the CHI.L.D. Association, e.g. outside work must not be accepted where it may cause a conflict between the staff member's private interests and duties to CHI.L.D. Association.

### ***Exercising Care and Diligence***

Staff members and parents are expected to demonstrate behaviours which are honest, responsible and impartial.

For example, all staff members and parents should:

- conduct themselves in a manner which is professional, responsible and conscientious
- carry out official directions and policies in a faithful, impartial and transparent manner;
- ensure decisions can be seen to be reasonable, fair and appropriate to the circumstances based on consideration of all the relevant facts and supported by adequate documentation;
- report genuinely suspected or known fraud or corrupt conduct to appropriate CHI.L.D. Association staff/authorities through the appropriate channels;
- refrain from any conduct including alcohol or substance abuse or misuse, which could adversely affect work performance, communications with others and/or the safety and well-being of others;
- take reasonable steps to ensure adequate protection of all confidential information;
- take reasonable steps to ensure compliance with intellectual property policy;
- maintain, as appropriate, the confidentiality of CHI.L.D. Association dealings when interacting with outside organisations and others within CHI.L.D. Association;
- ensure that any official CHI.L.D. Association information is not used, without CHI.L.D. Association authorisation, in order to gain a financial or other benefit for themselves or any other person or group;
- be sensitive to the fact that if they occasionally need to use CHI.L.D. Association resources, for instance to make a telephone call for private purposes, they are using CHI.L.D. Association resources, and should endeavour to ensure that such use is kept to a minimum.
- give due credit to the contributions of other staff members, students and parents;
- maintain adequate security over CHI.L.D. Association property, facilities and resources and information;
- ensure that CHI.L.D. Association resources are managed effectively, efficiently and for their specified purpose;
- ensure that resources are used in a manner which does not harm the environment; and
- ensure research activities conform to the CHI.L.D. Association's Guidelines for Research.

### ***Resolving Issues of Concern under the Code of Conduct***

An essential part of developing and maintaining a safe and fair work environment is to ensure that individuals with concerns are encouraged to come forward in the knowledge that the CHI.L.D. Association will:

- consider and investigate, if appropriate, allegations of behaviour that may breach the Code or other CHI.L.D. Association policies;
- take all reasonable steps to provide protection for staff and parents who make disclosures in good faith regarding conduct that is inconsistent with this Code; and
- follow the appropriate procedures depending on the issues/concerns raised.

Not all issues will be dealt with under the procedure detailed below. Some, for example those covering abuse, are dealt with by the process outlined in the Child Protection Policy. Others may fall under the Grievances and Dispute Settlement procedures.

The following steps are to be followed in attempting to resolve concerns under the Code of Conduct. It should be noted that minor or isolated breaches of the Code may not warrant action but, as part of a pattern of behaviour, may be viewed more seriously.

1. As a general principle, and wherever it is possible to do so, staff members and parents should attempt to resolve an issue at the local level. This may involve a staff member discussing the matter directly with their immediate supervisor and/or a parent directing concerns to the Level

Coordinator for their level. If the matter is not able to be resolved at that level, or if the matter directly concerns the supervisor, discussions should be held with the next level of supervision. Staff may also seek advice from the School Safety Representative and/or designated Privacy Officers. Parents can direct concerns to the Deputy Principal if the student is attending the school and/or the C.E.O. for the CHI.L.D Association.

2. The relevant supervisor will assess the issue to determine the most appropriate course of action to follow.
3. If the issue remains unresolved, it must be referred to the C.E.O. who may take action as he or she considers appropriate.