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1. PREFACE

Bunbury Cathedral Grammar School's (The School) mission is to provide excellence in all-round education within a unique environment by promoting best practice in pastoral, academic and co-curricular programs; creating a caring, stimulating, structured and Christian setting; and encouraging students to use all their gifts to flourish and achieve their potential.

Our focus is on educating the whole child. The wellbeing of our students is integral to allowing us to achieve our mission. We provide them with a welcoming and safe community, where all are respectful of self and others; and strive for excellence in learning. We have been at the forefront of the application of positive psychology and Positive Education is embedded in the culture of our School. we are committed to child safety, leading, and supporting a child safe culture in our School.

Our vision and values are to:

- enable each student to achieve their full potential within a welcoming and safe community that is respectful of self and others and strives for excellence in learning.
- be a community exemplified by high expectations, where students build on their strengths and develop a strong moral character and resilience through perseverance, service, leadership, and international opportunities.
- continue as a community guided by Christian values where hope abounds.

2. RELATED POLICIES

Other School policies are linked with this Code of Conduct and should be referred to for more comprehensive information and guidance. See Appendix A for a list of related policies. This is not intended to be a comprehensive list of policies. Polices are available at [T:\Policies](#) or accessed through the office of the Head of School or the Chief Financial Officer.

3. STATEMENT OF INTENT

This Code of Conduct outlines a standard of behaviour and places an obligation on all adults to take responsibility for their personal conduct and to work their colleagues cooperatively to achieve a consultative and collaborative workplace culture where people are happy and proud to work.

The School maintains that the safety of children and young people is paramount. There is a zero tolerance of all forms of child abuse and student voice is actively encouraged and supported. The School has policies and processes in place to protect students from harm and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

Employees of Bunbury Cathedral Grammar School agree to abide by the School's Code of Conduct and all other School policies and the School's over-arching child-safe framework, embedding the ten National Principles for Child Safe Organisations into action (Appendix B).

Nothing in this Code of Conduct should be taken to limit the circumstances in respect of which the School may take disciplinary action in respect of a member of staff.

4. WHO HAS TO COMPLY?

Employees, contractors, consultants, governing body members, volunteers and visitors working with the School must be aware of and comply with this Code of Conduct and conduct themselves in a manner consistent with it, specifically:

- 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;
- act ethically and responsibly; and
- be accountable for your actions and decisions.

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Definition of Employee, Staff and Staff Member in this policy

Throughout this Code of Conduct, the term “employee”, “staff”, or “staff member” refers to any adult who is working at the School in either a paid or voluntary capacity, including all employees, contractors, consultants, governing body members, volunteers, and visitors.

5. EXPECTATIONS OF EMPLOYEES

As an employee, you must be familiar with the School’s policies and procedures, know where you can access them for checking purposes and be able and willing to comply with the School’s policies and procedures.

If you are uncertain about the scope or content of a policy with which you must comply, or any legal obligations to which you are subject, you should seek clarification from your direct supervisor, line manager, or the Head of School.

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 School employee, you are expected to:

- (a) perform your duties to the best of your ability and be accountable for your performance;
- (b) follow reasonable instructions given by your supervisor or their delegate;
- (c) comply with lawful directions;
- (d) 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;
- (e) act honestly and in good faith in fulfilling your duties;
- (f) be respectful, courteous, and responsive in dealing with your colleagues, students, parents, and members of the public;
- (g) work collaboratively with your colleagues;
- (h) 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; and
- (i) dress in a professional manner that is appropriate for your role.

It is also an expectation that all School employees maintain integrity in all personal conduct. Employees are expected to always behave ethically and act with integrity. In practice, this means that Employees:

- (a) treat others with respect, dignity, courtesy, honesty, and fairness and with proper regard for their rights, safety, and welfare;
- (b) make decisions fairly, impartially, and promptly, having regard to all relevant information, legislation, policies, and procedures;
- (c) contribute to a workplace that is free of harassment, bullying or discrimination against colleagues, students, or members of the public;
- (d) encourage positive work habits, behaviour and personal and professional workplace relationships and boundaries;
- (e) do not engage in behaviour that may bring their own reputation or that of the School into disrepute; and
- (f) do not tolerate or participate in behaviour that is inconsistent with these principles.

6. GOOD TEACHING PRACTICE

Professional teachers are expected to provide quality teaching appropriate for their students, cater to the diversity of learners in their care and make every effort to help all students equally so they have every chance of succeeding.

Good teaching also means teachers work closely with their colleagues, and other carers of their students, and respond appropriately and promptly to any concerns they have.

7. RESPECT FOR PEOPLE

Employees have a responsibility to safeguard and promote the welfare of students and other employees.

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

Employees who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modelling courtesy and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development.

8. DUTY OF CARE AND OS&H

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

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
- implementing strategies to prevent bullying from occurring in the 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

As an employee of the School, 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, preventative measures should be taken against risks from known hazards and from foreseeable risk situations. The standard of care that is required, such as the degree of supervision, needs to be commensurate with the students' maturity and ability.

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.

You should ensure that you are aware of all the school's health, safety, and student welfare policies.

The term 'duty of care' is a legal concept that defines the duty a person has, to use reasonable care towards others to protect them from known or reasonably foreseeable risk of harm and/or injury.

Schools and teachers owe a duty to take reasonable care for the safety and welfare of all students in the school. The duty of care exists when the teacher/student relationship is established.

The duty requires schools and teachers to take reasonable care to ensure the safety and welfare of the students from both known and reasonably foreseeable risks of harm and/or injury. Discharge of this duty requires a teacher to take such proactive measures as are reasonable to prevent harm and/or injury to a student. In particular instances, non-teaching staff, volunteers, and external providers will also owe a duty of care to students.

The teacher's duty of care is automatic, arising from the establishment of the teacher/student relationship. The level of care is based on what is considered 'reasonable'. This will depend on a variety of factors such as, but not limited to, the age of a students, behaviour of students, nature of activity, location of activity and the like.

A teacher's duty of care is not delegated to them by the parent but by the Crown and it is for this reason that a teacher is expected to provide a higher standard of care than a reasonable parent. A teacher must provide a standard of care that is reasonable for a teacher to provide.

A teacher's duty of care is not limited to specific school activities such as excursions and incursions; it remains at all times whilst the student is in the teacher's care. A teacher's duty of care also includes being aware of and implementing school policies affecting students' safety and welfare, such as, bullying, supervision requirements, safety of equipment and grounds.

Generally, the duty of care owed by teachers to students is non-delegable. However, in certain situations the teacher may delegate this duty of care to non-teaching staff, volunteers, and/or external providers.

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Generally, non-teaching staff, volunteers (e.g. parents) and/or external providers must take reasonable care to avoid doing things that could reasonably be foreseen as causing harm and/or injury to others (including students).

Non-teaching staff, volunteers and/or external providers are not generally personally responsible for students and do not have the same duty of personal care to students as do teachers.

However, in certain situations and under certain conditions teachers may delegate their duty of care to non-teaching staff, volunteers and/or external providers in which case they will then owe the same level of care to students as a teacher. It is important to note that in this circumstance, this delegation is not an abrogation of the teacher's duty of care.

Occupational Safety and Health

You also have a responsibility under occupational safety and health legislation to take care of your own health and safety at work as well as that of others in the workplace. It is also your responsibility to ensure that your activities do not place your own safety at risk or that of your co-workers, students, or other persons that you may encounter at work.

Considerations of safety relates to both physical and psychological well-being of individuals.

You should ensure that you are aware of and comply with the School's Safety and Health policies.

9. MAINTAIN PROFESSIONAL RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

Employees always need to treat students with courtesy and respect and provide an environment that encourages students to do the same.

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 employees are required to directly manage and supervise students, it is important for all School employees to understand and observe the School's child protection policies.

The detection and prevention of grooming behaviour is a vital consequence of complying with this principle.

Child Protection

Bunbury Cathedral Grammar School believes that students should know that they are valued as persons from the time they enter the School. This pastoral dimension should influence every aspect of the School's life and be especially evident in the quality of relationships between all members of the community. The School is committed to the care, safety and protection of all students enrolled at the School. The [definitions section](#) of this policy contains the definitions of Child Abuse, Corporal punishment, Degrading punishment and Grooming.

The School has employees whose principal task is pastoral care. However, every member of our Teaching Staff shares the responsibility for the pastoral care of students and all staff have an important role in the identification and reporting of child abuse and the provision of support and assistance to children who have been abused. The detection and prevention of grooming behaviour is a vital consequence of complying with this principle.

The duty of care owed by staff members and the School to students does not apply only during school hours. It will exist for formal School activities after school hours and may also arise in less formal situations, out of hours and off school property, depending on the nature of risk or danger.

What must be done in any situation depends on all the circumstances of the case. Staff members are trained professionals, and the School and staff members may be expected to bring these special skills to their role as professional carers. Staff would be expected to use reasonable foresight in anticipating risks and dangers, which might arise.

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The School acknowledges the serious consequences of child abuse and neglect, both in the short term and in the long term and as such requires that all members of Staff be aware of and comply with the School's POL-245 Child Protection and Mandatory Reporting.

Staff who are not subject to mandatory reporting obligations are required to report all forms of abuse to the Head of School. This relates particularly to any concerns you may have about the appropriateness of the actions of any other employee, contractor, volunteer, as it pertains to children or young people. It is expected that staff, who form a belief that the boundaries or Code of Conduct have been breached, will inform the Head of School.

Physical contact with students

In all situations, and in particular with regard to managing students' behaviour, the School explicitly forbids child abuse, corporal, and degrading punishment. Corporal punishment is, any punishment in which physical force is used and is intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement or forcing a child to stay in an uncomfortable position. Degrading punishment is, any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares, or ridicules the student.

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 it is 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 'side-on' hug are acceptable if the student is comfortable with this action. 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, if they are conscious, 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.

Home Visits

As a rule, students are not to visit a staff member's home unless accompanied by one of their parents or guardians, or another adult approved by the student's parents and who would be approved by the School. The same principle applies to staff visiting a student's home. In any event, as a rule, the staff member should not be alone with a student or even groups of students, in their home, or one of the student's homes.

The School acknowledges that in a regional school community, such as Bunbury Cathedral Grammar School, staff may also be parents of students at the School and, as such, may have students visiting their homes as friends of their children. The Code provides a set of generalised principles designed to guide staff when making professional and personal decisions.

Transport of Students

As a rule, students are not to be transported by staff in private cars.

This is in recognition of potentially compromising situations as well as possible insurance complications where an insurance company may view transporting students as changing the nature of the use of the car from private to business use and may deny any claim that may arise while a staff member is transporting students in their private vehicle.

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There will be circumstances in which this rule may be waived. Staff should exercise discretion in this matter and avoid situations that may be easily misconstrued. In general, teachers who will be using their cars to transport students should:

- Check with their insurance company first before the trip takes place.
- Obtain written authority or an SMS message from the student(s) parent or guardian.
- Encourage students, where practicable, to travel in the back seat of the staff member's vehicle.
- Send a message to their line manager advising that the student(s) was (were) conveyed without incident.

10. APPROPRIATE USE OF ELECTRONIC COMMUNICATION & SOCIAL NETWORKING SITES

The School provides electronic communication facilities for its students and employees for educational or administrative purposes. It may monitor and view data stored or transmitted using the School's facilities. All staff and students must abide by the School's appropriate use of technology policies. The fast and permanent nature of electronic communication requires staff to be particularly vigilant with their own communications and that of their students.

In general, staff must not use mobile phones to contact students, must not provide their personal mobile telephone number to students, and must not collect the mobile telephone numbers of students, unless expressly authorised by the Head of School, or their delegate, for a specific purpose and circumstance. For example, Students and Staff at Country Week or other excursions, Boarding operations, or the School Psychologist.

In general, staff must not send text messages to students using SMS or any other instant messaging system, unless exempt as described above.

Staff are expected:

- (a) To exercise good judgment when using electronic mail and other digital communication tools, following the principles of ethical behaviour;
- (b) To use appropriate and professional language in a communication, including digital communication;
- (c) To be aware that if an issue addressed in an email or digital communication becomes the subject of a legal dispute, then those communications would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;
- (d) Not to send messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
- (e) Not to invite students into your personal social networking site or accept an invitation to theirs, as web socialising with students using social media could easily be classified as 'conduct open to misinterpretation', given that it mirrors the grooming behaviour of paedophiles;
- (f) Not to use social networking sites to email or contact students;
- (g) Not to communicate with friends and colleagues about students and/or School business using social media as this would be considered highly inappropriate and a breach of the School's policies. If a staff member made negative comments about any aspect of the School (including students, staff, or parents) using social media it would be considered misconduct and School disciplinary procedures would apply;
- (h) To remember that transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- (i) To report any situation(s) where you become aware of the inappropriate use of electronic communication and social networking sites.

Staff are not to use the School's networks to view, upload, download or circulate any of the following materials:

- (a) sexually related or pornographic messages or material;
- (b) violent or hate-related messages or material;

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- (c) racist or other offensive messages aimed at a particular group or individual;
- (d) malicious, libellous, or slanderous messages or material; or
- (e) subversive or other messages or material related to illegal activities.

11. USE OF ALCOHOL, DRUGS OR TOBACCO

Occupational Safety and Health is of fundamental importance to the School. Maintaining a safe work environment requires everyone’s continuous co-operation.

You are responsible for ensuring your capacity to perform your duties is not impaired using alcohol or drugs and that the use of such substances does not put at risk you or any other person’s health and safety.

The use of illegal substances on the School property is strictly forbidden.

The School is a smoke-free environment, inclusive of e-cigarettes. There is no location on the campus that smoking is permitted.

12. IDENTIFYING AND MANAGING CONFLICTS OF INTEREST

Personal interests have the potential to influence a person’s capacity to perform their duties impartially and in turn compromise their integrity and that of the School.

A conflict of interest 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.

Conflict of interest also 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.

13. DECLARING GIFTS, BENEFITS OR 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 judgement when deciding whether to accept a gift or benefit.

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 employees.

If you accept a gift or benefit, this must be declared to the Head of School or Chief Financial Officer.

14. COMMUNICATION AND PROTECTING CONFIDENTIAL INFORMATION

School employees must maintain the confidentiality of School information. You should be mindful of confidentiality when in discussions with parents, staff, family members and others.

You cannot always give a guarantee of confidentiality especially if the matter under discussion is related to mandatory reporting.

School employees should be aware that there are strong legal requirements around the collection, release, and protection of privacy of information.

Before asking for information or disclosing information staff need to assure themselves that they are acting in a legal manner. If unsure you should discuss the matter with your line manager.

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Privacy

The Privacy Act 1988 (Privacy Act) regulates the collection, use, disclosure, storage, and amendment of personal information.

The Australian Privacy Principles (APPs) are legally binding principles, which are the cornerstone of the privacy protection framework in the Privacy Act. The APPs set out standards, rights, and obligations in relation to handling, holding, accessing, and correcting personal information. They apply to most Australian Government (and Norfolk Island Government) agencies and some private sector organisations, of which the School is one.

The Privacy Act accordingly imposes an obligation on the School to take such steps as are reasonable in the circumstances to protect the personal information held from misuse, interference, and loss and from unauthorised access, modification, or disclosure.

Confidential information

The School acknowledges that to maintain trust and respect the dignity of all its members, a clear policy for the management of information revealed about students and families of students, staff, and the School must be observed.

All staff must respect the ethic of confidentiality and develop an awareness of the potential negative impact of value judgments. Once information of a confidential nature is shared, there is a loss of control of that information. When confidentiality is breached or value judgments are made and communicated to others the worth and dignity of the individual concerned may be diminished.

All members of Staff are required to comply with the established lines of communication with parents in the School.

- (a) 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.
- (b) You should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Head of School in the context of grievance resolution.
- (c) All matters discussed in staff meetings, staff memos and emails are to be treated confidentially and not discussed with students, members of the School community (professional judgement used if discussion is required as role of employment at the School), or the public.
- (d) The media should not be given access to students or allowed entry to the School without the express permission of the Head of School. You should not make any comments to the media about the School, students, or parents without the express permission of the Head of School.
- (e) As a School employee, you must only use confidential information for the work-related purpose it was intended.
- (f) Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Head of School. This refers to information that you gain in the course of your employment by the School. You will be privy to confidential or sensitive information, and the Privacy Act imposes restrictions on the disclosure of confidential information. Personal confidential data may only be used for the express purpose for which it was collected.
- (g) You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

Sensitive & Personal Information

In referring to 'sensitive information', the School means information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record. Sensitive information extends to include personal information and health information about an individual.

Sensitive information will only be used and disclosed for the purpose for which it was provided or a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

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Sensitive and personal information should only be provided to people, either within or outside the School, who are authorised to have access to it.

You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff, and other people with other School employees. Normally information should be limited to those who need to know to conduct their duties, or to those who can assist in carrying out the School's work because of their expertise.

15. RECORD KEEPING

All employees have a responsibility:

- (a) to create and securely maintain full, accurate and honest records of their activities, decisions, appropriate school-based interactions, and other relevant transactions;
- (b) to upload or store records in the School's record systems, as required; and
- (c) to not deliberately access School information to which they are not authorised to do so.

All written records should be completely accurate and objective. It is important that their authors realise they may be used for legal purposes and refrain from including opinion or personal value judgments unless made in a professional and objective capacity.

Teachers have obligations under the various assessment policies to maintain documentation and distribute information. For example, Marks book and the recording of IEPs. This section of the code extends this obligation to include retention of correspondence. For example, emails between teacher and parent around academic/pastoral issues.

All employees have a responsibility:

- (a) to create and maintain accurate and honest records of their activities, decisions, and other business transactions;
- (b) to capture or store records in the School's record systems (email system, physical student file, Synergetic and SEQTA);
- (c) not to destroy or remove records without appropriate authority and in accordance with the published document retentions schedules; and
- (d) to maintain the confidentiality of all official information and documents which are not publicly available, or which have not been published.

Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the School.

16. COPYRIGHT AND INTELLECTUAL PROPERTY

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.

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.

Advice and permission relating to sharing or licensing the School's intellectual property and/or copyright material should be sought from the Head of School.

17. WHAT HAPPENS IF I BREACH THE CODE OF CONDUCT?

All alleged breaches of the Staff Code of Conduct will be subject to scrutiny and if substantiated the person may be warned, suspended, or have their employment terminated. If the breach involves is suspected to have involved grooming behaviour, the school is obliged to report this to the Director General of the Department of Education as a reportable incident. Please further information about this in dot points below. Any potentially illegal activity will be reported to the Police and appropriate actions will be taken by senior management.

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

Employees are required to report all objectively observable behaviour, that is not permitted by the Code, other than those subject to mandatory reporting obligations, to the Head of School, Chief Financial Officer, Chair of Board or another leader or manager in Bunbury Cathedral Grammar School.

Note, if the prohibited behaviour is by the Head of School, then it should be reported to the Chair of the Board of Governors.

Factors the school may consider when deciding what action to take may include:

- (a) the seriousness of the breach;
- (b) the likelihood of the breach occurring again;
- (c) whether the employee has committed the breach more than once;
- (d) the risk the breach poses to employees, 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, training or disciplinary action ranging from a warning to termination of employment. The school reserves the right to determine in its entirety the response to any breach of this Code. However, please note that circumstances where a formal warning is issued to a staff member or their employment is ceased, as a result of a breach that is suspected to have involved grooming behaviour, the matter is required to be notified to the Director General of the Department of Education, as a reportable incident.

Section 42 of the *Teacher Registration Act 2012* outlines the circumstances under which registered teachers are to be reported to the Teacher Registration Board of WA (TRBWA). Circumstances where a formal warning is issued to a teacher or their employment is ceased, as a result of a breach of the Code of Conduct that is suspected to have involved grooming behaviour, fits within the requirements of s.42, as well as being a reportable incident to the Director General of the Department of Education.

18. WHAT DO I DO IF I SEE SOMEONE BREACH THE CODE OF CONDUCT?

- (a) Act to prioritise the best interests of children.
- (b) Take actions promptly to ensure that children are safe.
- (c) Promptly report any concerns to the Head of School, Chief Financial Officer, Chair of Board or another leader or manager in the School.
- (d) Follow the School's policies and procedures for receiving and responding to complaints and concerns, reports and/or allegations.
- (e) Comply with any relevant legislative or legal requirements on reporting, and the School's policy and procedure on internal and external reporting.

Protection against adverse consequences

Bunbury Cathedral Grammar School will not tolerate victimisation or other adverse consequences that are directed towards any person who makes such reports in good faith.

19. DEFINITIONS

Child abuse

Four forms of child abuse are covered by WA law and are defined by the Department of Communities:

- (1) Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or caregiver.
- (2) Sexual abuse occurs when a child is exposed to, or involved in, sexual activity that is inappropriate to the child's age and developmental level, and includes sexual behaviour in circumstances where:
 - (a) the child is the subject of bribery, coercion, a threat, exploitation, or violence;
 - (b) the child has less power than another person involved in the behaviour; or

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- (c) there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.
- (3) Emotional abuse includes:
 - (a) psychological abuse; and
 - (b) being exposed to an act of family and domestic violence.
- (4) Neglect is when children do not receive adequate food or shelter, medical treatment, supervision, care, or nurturance to such an extent that their development is damaged, or they are injured. Neglect may be acute, episodic, or chronic.

Corporal punishment

Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm. [UN Committee on the Rights of the Child, General Comment No. 8 (2006)].

Degrading punishment

Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares, or ridicules the child [UN Committee on the Rights of the Child, General Comment No. 8 (2006)].

Grooming

The use of a variety of manipulative and controlling techniques with a vulnerable subject to establish trust or normalise sexually harmful behaviour with the overall aim of facilitating exploitation and/or avoiding exposure. Please refer to the school's (insert relevant policy name here) for information on recognising grooming behaviour.

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20. APPENDIX A - Related Documents Policy Listing

POLICY LISTING ALPHABETICAL		
POL	- 001	Bullying Prevention (Includes Cyber-Bullying)
POL	- 245	Child Protection and Mandatory Reporting
POL	- 083	Communication with Students Outside of Usual School Contact Time
POL	- 253	Complaints [Students & Parents]
POL	- 229	Confidentiality
POL	- 011	Confiscation & Searches
POL	- 006	Copyright
POL	- 041	Discrimination and Harassment [Staff]
POL	- 016	Duty of Care
POL	- 103	Excursions, Incursions, Camps & Tours
POL	- 074	Equal Opportunity [Staff]
POL	- 063	IT Usage (Connect Programme) [Applicable to Students]
POL	- 008	Medical Policy
POL	- 042	OHS Policy
POL	- 227	Privacy Policy & Standard Collection Notice
POL	- 082	Records Retention & Disposal Schedule
POL	- 280	Remote Learning Code of Conduct [Students and Staff]
POL	- 231	Retention of Correspondence and Email
POL	- 098	Safe use of social media by staff
POL	- 270	School Buses and Vehicles (Use and Responsibilities)
POL	- 051	Student Interviews and One-On-One Situations
POL	- 054	Teaching staff dress standard
POL	- 084	Tutoring of Students
POL	- 250	Use of Electronic Facilities [Applicable to Staff]
POL	- 053	Visitors
POL	- 048	Volunteers
POL	- 276	Whistleblower Policy

DOCUMENT LISTING ALPHABETICAL	
Staff Manual	
Staff Handbook "The Goldbook"	



21. APPENDIX B - National Principles for Child Safe Organisations

National Principles for Child Safe Organisations

1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

The principles in full are available at:

<https://childsafe.humanrights.gov.au/national-principles/download-national-principles>

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22. APPENDIX C - Child Safe Code of Conduct Declaration

All paid and unpaid staff, including volunteers, interns, or trainees of Bunbury Cathedral Grammar School (the School) are responsible for the safety and wellbeing of children and young people who engage with the School. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

I will:	<ul style="list-style-type: none"> • Act in accordance with the School's child safety and wellbeing policies and procedures at all times. • Behave respectfully, courteously, and ethically towards children and their families and towards other staff. • Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well. • Promote the human rights, safety, and wellbeing of all children in the School. • Demonstrate appropriate personal and professional boundaries. • Consider and respect the diverse backgrounds and needs of children. • Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families. • Involve children in making decisions about activities, policies and processes that concern them wherever possible. • Contribute, where appropriate, to the School's policies, discussions, learning and reviews about child safety and wellbeing. • Identify and mitigate risks to children's safety and wellbeing as required by the School's risk assessment and management policy or process. • Respond to any concerns or complaints of child harm or abuse promptly and in line with the School's policy and procedure for receiving and responding to complaints. • Report all suspected or disclosed child harm or abuse as required by relevant legislation or legal processes, and by the School's policy and procedure on internal and external reporting. • Comply with the School's protocols on communicating with children. • Comply with any relevant legislation or legal processes, and the School's policies and procedures on record keeping and information sharing.
I will not:	<ul style="list-style-type: none"> • Engage in any unlawful activity with or in relation to a child. • Engage in any activity that is likely to harm a child physically, sexually, or emotionally. • Unlawfully discriminate against any child or their family members. • Be alone with a child unnecessarily. • Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to the School's activities. • Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by School policy and procedure on reporting. • Use inappropriate language in the presence of children, or show, or provide children with access to inappropriate images or material. • Work with children while under the influence of alcohol or prohibited drugs.



- Ignore or disregard any suspected or disclosed child harm or abuse.

If I think this Code of Conduct has been breached by another person the School I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to the Head of School, Chief Financial Officer, Chair of Board or another leader or manager in the School.
- Follow the School's policies and procedures for receiving and responding to complaints and concerns, reports and/or allegations.
- Comply with any relevant legislative or legal requirements on reporting, and the School's policy and procedure on internal and external reporting.

I agree to abide by this Code of Conduct during my employment with Bunbury Cathedral Grammar School.

I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with Bunbury Cathedral Grammar School.

.....
Signature

.....
Full Name

.....
Date



23. APPENDIX D - Code of Conduct (Employee Declaration – One Page)

Bunbury Cathedral Grammar School (the School) is committed to providing a child safe environment that safeguards all students and is committed to promoting practices that provide for the wellbeing, safety, and welfare of our students. The School expects all community members, including staff, volunteers, contractors, volunteers, and visitors to share this commitment.

The Code of Conduct applies to all school activities and in all interactions with students, their families, colleagues, and external stakeholders. This code applies to all Staff, Volunteers, Contractors, and Visitors to the School.

School staff have a significant influence in developing a culture and ethos within the School that can inspire students and facilitate personal development. In support of this, Staff, Volunteers, Contractors and Visitors to the School agree to:

- work to help fulfil the School’s Mission and abide by the Vision and Values;
- obey the law including any legislation under which staff must comply;
- perform their role in a safe, responsible, and effective manner;
- perform their duties as best they can, considering all skills, experience, qualification, and the requirements of their position;
- comply with all School policies and procedures;
- treat all fellow employees, students, contractors, volunteers and visitors with respect and dignity. Bullying, intimidation, harassment, unlawful discrimination, and racial vilification of any kind is not acceptable in the School;
- behave ethically and act with integrity;
- not engage in behaviour that may bring their personal reputation or that of the School into disrepute;
- not use, distribute, sell, possess, or be impaired using drugs (including prescription medication) and/or alcohol in the carrying out of your duties or on the School Campus.
- ensure language used in the course of employment is inoffensive and appropriate for the audience;
- not groom a student to engage in sexual activity.
- maintain an appropriately professional relationship with students and former students under 19 years of age;
- not engage in child abuse, including the use of corporal or degrading punishment;
- not engage in grooming behaviours with students;
- exercise caution when engaging in contact with students to ensure the contact is appropriate and acceptable;
- report any form of abuse, or suspected abuse of students to the Head of School, or in accordance with Mandatory Reporting legislation; and
- respect confidentiality and privacy of all in the community.

Please also read the complete School’s Code of Conduct Policy, available on the Staff Shared Drive or request a copy from the Head of School’s office.

I, Insert First and Last Name agree to abide by the School’s Code of Conduct, as summarised above, read in conjunction with the complete Code of Conduct.

Signed _____ Date _____

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24. APPENDIX E - Community Code of Conduct Declaration

Bunbury Cathedral Grammar School (the School) is committed to providing a child safe environment that safeguards all students and is committed to promoting practices that provide for the wellbeing, safety, and welfare of our students. The School expects all community members, including staff, parents, volunteers, contractors, and visitors to share this commitment.

The Code of Conduct applies to all school activities and in all interactions with students, their families, colleagues, and external stakeholders. This code applies to all adults: staff, parents, volunteers, contractors, and visitors to the School.

The School strives to develop a culture and ethos that can inspire students and facilitate personal development, in an environment that is safe for all in the community. In support of this, staff, parents, volunteers, contractors, and visitors to the School agree to:

- work to help fulfil the School's *Mission* and abide by the *Vision and Values*;
- comply with all School policies and procedures;
- obey the law, including any legislation which must be complied with;
- behave ethically and act with integrity;
- treat all parents, employees, contractors, volunteers, visitors and students with respect and dignity; bullying, intimidation, harassment, unlawful discrimination, and racial vilification of any kind is not acceptable in the School;
- ensure language used whilst interacting with others in the community is respectful and appropriate for the audience;
- not engage in behaviour that may bring their personal reputation or that of the School into disrepute;
- not use, distribute, sell, possess, or be impaired using drugs (including prescription medication) and/or alcohol whilst on the School Campus.
- maintain an appropriately professional relationship with any student and/or former student under 19 years of age;
- not engage in child abuse, including the use of corporal or degrading punishment;
- not engage in grooming behaviours with students;
- exercise caution when engaging in contact with students to ensure the contact is appropriate and acceptable;
- report any form of abuse, or suspected abuse of students to the Head of School, or in accordance with Mandatory Reporting legislation; and
- respect confidentiality and privacy of all in the community.
- perform any formal or volunteer role in a safe, responsible, and effective manner;
- perform any formal or volunteer duties as best they can, considering all skills, experience, qualification, and the requirements of their position;

I, Insert First and Last Name agree to abide by the School Community Code of Conduct

Signed _____ Date _____

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25. APPENDIX F - Student Code of Conduct – Rights and Responsibilities

Students are expected to take care of themselves, to respect the rights of others to privacy and dignity, and to accept the responsibilities which are associated with their own rights. Bullying, intimidation, harassment, discrimination, and racial vilification of any kind is not acceptable. A breach of these rules would be viewed very seriously and would be likely to at least result in a period of suspension and may result in a student being withdrawn from the School.

The School envisages discipline as being firm and fair for students at the School and is based on students developing self-discipline and an awareness of the needs of living in a community. The School’s discipline system is part of the wellbeing system which it provides its students. The School has developed a range of positive measures and sanctions with which it believes it is appropriate to respond to student behaviour.

In all situations, and in particular with regard to managing students’ behaviour, the School explicitly forbids child abuse, corporal, and degrading punishment. Corporal punishment is, any punishment in which physical force is used and is intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement or forcing a child to stay in an uncomfortable position. Degrading punishment is, any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares, or ridicules the student.

OUR RIGHTS

At BCGS we believe that all people at the school, as elsewhere, have some fundamental rights. These are:

- a. The right to feel safe.
- b. The right to be valued and respected.
- c. The right to learn.
- d. The right to property.

The above rights imply certain responsibilities:

- a. The responsibility to ensure the safety of yourself and other people.
- b. The responsibility to respect and value all people.
- c. The responsibility to ensure that all have maximum opportunity to learn.
- d. The responsibility to care for our own and other people’s property.

To support these rights and highlight our responsibilities, there are some common RULES that help to guide our behaviour in the classroom.

CLASSROOM RULES

All Students should:

- a. Bring appropriate equipment for each lesson.
- b. Enter the room in an appropriate manner and prepare for the lesson.
- c. Recognise that the teacher is best qualified to make judgements as to what is most effective educationally and to follow their instructions.
- d. Be quiet and pay attention when the teacher is ready to commence lesson.
- e. Attempt to do their best work.
- f. Respect the learning environment of all members of the class.
- g. Respect the point of view and right to express it of all members in the class.
- h. Leave the room neat and tidy for the next users.

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26. APPENDIX – Boarding Student Code of Conduct – Rights and Responsibilities

RIGHTS	RESPONSIBILITIES	EXAMPLES OF INFRINGEMENT
I have a right to be happy in Boarding and be treated with understanding.	I have the responsibility to respect the rights of others and to treat them with understanding.	Bullying, verbal abuse.
I have a right to feel safe and secure.	I have a responsibility not to do anything which may threaten or cause danger to myself or others and to report any dangerous situation.	Fighting, daring, practical jokes, leaving Boarding without authorisation or leaving my unit after 'lock up'.
I have a right to be treated respectfully and fairly.	I have a responsibility to treat all staff and Boarders with respect and honesty.	Lack of courtesy, lying.
I have a right to learn.	I have a responsibility to behave myself in Boarding and to keep up to date academically.	Disruptive behaviour, and being unprepared for prep.
I have a right to expect my property to be safe.	I have a responsibility not to steal, damage or destroy the property of others and to take proper care of the School's property, and to return all found property. I have the responsibility to clearly label all my property.	Vandalism, stealing, interfering with other's property. Keeping items that have been found.
I have a right to be protected against threats to my health.	I have a responsibility not to smoke, drink alcohol or take drugs, or encourage any other student to do so.	Smoking, drinking alcohol, taking drugs.
I have a right to have a clean, pleasant, well maintained School and grounds.	I have a responsibility to care for the school environment, to keep it neat and clean and free of litter.	Littering, not cleaning my room, not doing duty.
I have a right to feel proud of Bunbury Cathedral Grammar School.	I have a responsibility to behave so the community will respect Bunbury Cathedral Grammar School.	Unacceptable behaviour out of School and at outside functions.

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