

Staff Code of Conduct

Purpose:	<p>The purpose of this Code of Conduct is to outline the standards of behaviour expected of all employees and representatives of Goora Gan Steiner School.</p> <p>This Code supports the School's commitment to being a child safe organisation, where the safety, wellbeing and dignity of children and young people are prioritised at all times.</p> <p>It sets clear expectations for professional and ethical conduct, including the establishment and maintenance of appropriate boundaries with children, and actively preventing harm.</p> <p>This Code does not attempt to provide an exhaustive list of behaviours but instead establishes the principles and standards that guide all actions and decision-making.</p>	
Scope:	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.	
Status:	Approved	Supersedes: March 2025
Authorised by:	Board Chair	Date of Authorisation: May 2026
References:	<ul style="list-style-type: none"> • Education and Care Services National Law (Queensland) Act 2011 • Education and Care Services National Regulations (Queensland): Regulations 168(2)(i), 170, 171, 172 • National Quality Standard: Quality Area 7.1 and 7.3 • Child Protection Act 1999 (Qld) • Working with Children (Risk Management and Screening) Act 2000 (Qld) • National Principles for Child Safe Organisations (Australian Human Rights Commission) • Child Safe Standards (Queensland) • Goora Gan Steiner School Reporting Concerns of Harm and Abuse Policy • Goora Gan Steiner School Work Health and Safety Policy • Goora Gan Steiner School Student Safety and Wellbeing Policy • Goora Gan Steiner School Complaints Handling Policy • Other Goora Gan Steiner School policies and procedures referenced in this document 	
Review Date:	Every 2 years	Next Review Date: May 2028
Policy Owner:	School Governing Board	

Preface

Who has to comply with the Code of Conduct?

By accepting employment with the School, employees must be aware of and comply with this Code.

Therefore, you must:

- a. Conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the Service;
- b. Comply with the Service's policies and procedures;
- c. Act ethically and responsibly; and
- d. Be accountable for your actions and decisions.
- e. Actively promote and uphold the safety, wellbeing and best interests of children and young people.

Contractors and Volunteers

Contractors, consultants and volunteers working with the School must be aware of this Code and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in this Code may result in the engagement of a contractor, consultant or volunteer being terminated.

If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the School's expectations of conduct during the period of their engagement.

General

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the school. The school reserves the right at its sole discretion to vary or cancel this Code at any time.

Nothing in this Code should be taken to limit the circumstances in respect of which the school may take disciplinary action in respect of an employee.

In line with the *Education and Care Service National Regulations 2011*, Goora Gan Steiner School will ensure that:

- Copies of this policy and any related procedures are readily accessible to and available for inspection by the Principal, employees and families; and
- Parents of children enrolled at the school are notified at least 14 days before the school makes any change to a policy or procedure that may have a significant impact on the school's provision of education and care to any child enrolled at the school or the family's ability to utilise the school.

Child Safety Commitment

Goora Gan Steiner School is committed to the safety and wellbeing of all children and young people. We recognise our legal and ethical responsibilities to protect children from harm and to create an environment where every student feels safe, respected, and supported to thrive.

At Goora Gan Steiner School we have zero tolerance for child abuse.

Goora Gan Steiner School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

We pay attention to the safety of all children, including the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Goora Gan Steiner School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All GGSS staff and Board members are required to complete Child Safety and Mandatory Reporting Training every year.

Goora Gan Steiner School is committed to acting in the best interests of children and to fulfilling our obligations under the **Child Safe Organisations Act 2024 (Qld)** and associated regulatory frameworks.

In accordance with Queensland law, we actively implement and embed the **10 Child Safe Standards**, which became a legislative requirement from 1 October 2025.

1. What is expected of you as an employee?

As an employee, you should be aware of the school's policies and procedures, particularly those that apply to your work. Many of these are available online; others may be made available to you through induction and training and development programs.

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from the Principal.

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 the Principal 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 courteous and responsive in dealing with your colleagues, children, parents and members of the public;
- g. Work collaboratively with your colleagues; and
- 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 Goora Gan Steiner School.

2. What happens if I breach the Code of Conduct?

As a Goora Gan Steiner School employee, you hold a position of trust and are accountable for your actions.

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

- 2.2 Employees should report possible breaches by colleagues to the Principal. If the possible breach is by the Principal then it should be reported to the Board Chair.
- 2.3 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, children or any others; and
 - e. Whether the breach would be serious enough to warrant formal disciplinary action.
- 2.4 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 will reserve the right to determine in its entirety the response to any breach of this Code.

3. Required reporting

Employees are required to report certain information to Goora Gan Steiner School.

- 3.1 All employees are required to inform the Principal if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform the Principal if you become the subject of an Apprehended Violence Order.
- 3.2 If, through the course of your employment with the school, you become aware of a serious crime committed by another person, you are required to report it to the Principal, who may be required to inform the police.
- 3.3 As a school employee, you must report to the Principal:
 - a. Any concerns that you may have about the safety, welfare and wellbeing of a child or young person;
 - b. Any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
 - c. Any concerns you may have about any other employee, contractor or volunteer harming a child or any allegation of harm that has been made to you; and
 - d. If you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving harm to a child; and
 - e. If you become the subject of allegations of harm to a child whether or not they relate to your employment in the school.

You should refer to the Goora Gan Steiner School Reporting Concerns of Harm and Abuse Policy for further information about these obligations.

- 3.4 Please note that all employees have reporting obligations where they have reasonable grounds to suspect a child under the age of 18 years is at risk of significant harm. You should refer to the Goora Gan Steiner School Reporting Concerns of Harm and Abuse Policy for further information about these obligations.

4. Respect for people

Goora Gan Steiner 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, courteous and prompt in dealing with other people, including children, parents, other employees and members of the community.

- 4.1 Employees who work with children have a special responsibility in presenting themselves as appropriate role models for those children. Modelling effective leadership and respect in your interactions with children can have a profoundly positive influence on a child's personal and social development.
- 4.2 Similarly, it is important for you to treat your colleagues, other employees, contractors, children and parents with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other employees, contractors, children and parents is unacceptable. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.
- 4.3 You must not unlawfully discriminate against, harass or bully for any reason any employee, contractor, child or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the Goora Gan Steiner School Anti-Discrimination Policy. Unlawful harassment or discrimination may constitute an offence under state or federal discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.
- 4.4 You should ensure that you are aware of the Goora Gan Steiner School Anti-Discrimination Policy and Student Disability Discrimination Policy. If you believe you are being unlawfully harassed, discriminated against or bullied, you should:
 - a. Where you feel comfortable ask the person to stop or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with your supervisor or Principal in the first instance to seek guidance on how to do this; and/or
 - b. Raise the issue as a grievance in accordance with to Goora Gan Steiner School Complaints Handling Policy as soon as possible after the incident(s) have occurred.
- 4.5 The School takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.
- 4.6 If you lie about or exaggerate a complaint, the school will view this as a very serious matter, and you may be disciplined or dismissed.

5. Duty of care and work health and safety

As a Goora Gan Steiner School employee, you have a duty of care to children in your charge to take all reasonable steps to protect children 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 children's use;
- Implementing strategies to prevent bullying from occurring in School; and

- Providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a child who is injured or becomes sick at School.

Duty of care

- 5.1 As a School employee, you have a duty of care to children in your charge. That duty is to take all reasonable steps to protect children 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 child's maturity and ability.
- 5.2 Duty of care to children 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 Information Sheets relating to Duty of Care, Excursions and Risk Management.

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, children 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 Goora Gan Steiner School Work Health and Safety Policy.

Supervision of children

- 5.7 You should take all reasonable steps to ensure that no child is exposed to any unnecessary risk of injury.
- 5.8 You should be familiar with and comply with the Goora Gan Steiner School Emergency Plan, including evacuation and lockdown procedures.
- 5.9 You should remain with children at the school until all children have been collected. In the event that a child is not collected you should remain with the child until collected and seek advice from your supervisor.
- 5.10 Supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around. Children should not be left unsupervised either inside or outside.
- 5.11 You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member. Additional detail about child bullying is set out in the Goora Gan Steiner School Student Bullying Policy
- 5.12 Ill or injured children should be attended to by the supervising staff member. Should additional assistance be required you should contact the Principal.

- 5.13 You should ensure that you understand and comply with the School's policy in regard to the storage and administration of prescribed medication to children.

6. Professional boundaries and relationships with children

The following standards establish clear professional boundaries and acceptable behaviours when working with children.

As a Goora Gan Steiner 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 manage and supervise children, it is important for all school employees to understand and observe the school's policies relating to student safety, wellbeing and reporting concerns of harm and abuse.

Supervision of children

- 6.1 You should avoid situations where you are alone in an enclosed space with a child. Where you are left with the responsibility of a single child you should ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with your supervisor and/or Principal.
- 6.2 You should never drive a child in your car unless you have specific permission from your supervisor and/or Principal to do so, as well as have access to a properly fitted and installed child car restraint. In the event of an emergency you should exercise discretion but then report the matter to your supervisor.
- 6.3 If you wish to conduct a one-on-one conversation with a child you should consider the time and venue carefully to avoid placing yourselves in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the child and the door.
- 6.4 When confiscating personal items, ask children to hand them to you. Only take items directly from children in circumstances where concern exists for the safety of the child or others and your own safety is not jeopardised by this action.

Physical contact with children

- 6.5 You must not impose physical punishment on a child in the course of your professional duties.
- 6.6 When physical contact with a child 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 child by asking for a volunteer if necessary to demonstrate a particular activity.
- 6.7 Attention to the toileting needs of young children should be done with caution. Many schools have toilet cubicles without doors; if not, it may be appropriate to have the door open. For children with a disability, the management of toileting needs should be included in the child's individual management plan.
- 6.8 When congratulating a child, a handshake, pat on the shoulder or brief hug are acceptable as long as the child is comfortable with this action. Kissing of children should only be done in consideration of all the relevant circumstances.

- 6.9 Assessing a child who is injured or ill may necessitate touching the child. Always advise the child of what you intend doing and seek their consent.
- 6.10 Sometimes in ensuring duty of care you may be required to restrain a child 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 child management plans. You should report and document any such incidents.

Relationships with children

- 6.11 You must not have a sexual relationship with a child. 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 a student enrolled at the school under the age of 18 years.
- 6.12 You must not develop a relationship with any child that is, or that can be interpreted as having a personal rather than a professional interest in a child. An overly familiar relationship with any child that you are responsible for caring or teaching 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 caring and teaching environment for other children and colleagues, and may carry a serious reputational risk for the School.
- 6.13 If you consider that a child is being overly familiar or is seeking to establish a personal relationship with you, you should report your concerns to your supervisor and/or Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
- 6.14 At all times when speaking with children care must be taken to use appropriate language. You must always treat children with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
- 6.15 You may, as part of your pastoral care role, engage in discussion with children. This is entirely appropriate. However you must be cautious about making personal comments about a child or asking questions that probe your own or a child's sexuality or relationships. You must not hold conversations with a child of an intimately personal nature where you disclose information about yourself.
- 6.16 You must not:
- a. Invite children to your home; or
 - b. Visit children at their home; or
 - c. Attend parties or socialise with children;

Unless you have the express permission of the Principal and their parents or care giver.

- 6.17 You must not engage in tutoring or coaching children from the school without the express permission of the Principal.
- 6.18 You must not invite children to join your personal electronic social networking site or accept children' invitations to join their social networking site (see Section 7 - Appropriate use of electronic communication and social networking sites).

- 6.19 You must not give gifts to children. You should also carefully consider your position before accepting any gift from a child (see Section 10 - Declaring gifts, benefits and bribes)
- 6.20 Wherever practical, you should avoid caring or teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations completely, another member of staff should make any significant decisions relating to the child's assessments and have those endorsed by a supervisor.
- 6.21 You should be aware of, and sensitive to, children with culturally diverse or Indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.
- 6.22 Employees must be aware of and avoid behaviours that could be interpreted as grooming.

Child safety and reporting obligations

- 6.23 You must be aware of and comply with the Goora Gan Steiner School Reporting Concerns of Harm and Abuse Policy.
- 6.24 As set out in Section 3 you must report any concerns you may have about any other employee, contractor or volunteer harming a child or any allegation of harm to a child that has been made to you to the Principal. This includes self-disclosure if the allegation involves you. Employees must not investigate suspected harm themselves. Their role is to observe, document and report.
- 6.25 Harm is defined as:
1. Harm, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.
 2. It is immaterial how the harm is caused.
 3. Harm can be caused by—
 - a. Physical, psychological or emotional abuse or neglect; or
 - b. Sexual abuse or exploitation.
 4. Harm can be caused by—
 - a. A single act, omission or circumstance; or
 - b. A series or combination of acts, omissions or circumstances.

6.26 For further information about harm see the Goora Gan Steiner School Reporting Concerns of Harm and Abuse Policy.

6.27 The requirements outlined in Section 6 in relation to Supervision, Physical Contact and Relationships with Children set professional boundaries in relation to your behaviour. They make clear what behaviour is unacceptable and could amount to reportable conduct.

7. Appropriate use of electronic communication and social networking sites

The school provides electronic communication facilities for its children and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the school's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever.

- 7.1 You must comply with the following in relation to Information Technology, Computer, Telephone and equipment Code of Use and Social Networking. This includes:
- a. Exercising good judgment when using electronic mail, following the principles of ethical behaviour;

- b. Using appropriate and professional language in electronic mail messages;
- c. Being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;
- d. Not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
- e. Not inviting children into your personal social networking site or accept an invitation to theirs;
- f. Not using social networking sites to email or contact children;
- g. Remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- h. Reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

7.2 You must never 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;
- 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.

8. Use of alcohol, drugs and tobacco

Work health and safety is of fundamental importance to Goora Gan Steiner School. Maintaining a safe work environment requires everyone's continuous cooperation.

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

8.2 As a school employee, you must:

- a. Not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- b. Not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;
- c. Notify your supervisor if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- d. Take action to resolve any alcohol or other drug-related problems that you have; and
- e. Consult with your supervisor or Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

8.3 As Goora Gan Steiner School employee, you must not:

- a. Have illegal drugs in your possession while at work. Any illegal drugs found on School property or in the possession of any person on School property may result in disciplinary action including the termination of your employment and referral to the Police;

- b. Give children or other employees illegal drugs or restricted substances, or encourage or condone their use; and
- c. Supply or administer prescription or non-prescription drugs to children unless authorised to do so.

Alcohol

8.4 You must not take alcohol to the school or consume it during School hours or at any School function at any time School children are present, including those events conducted outside School premises unless expressly permitted to do so by the Principal. A School function is any occasion organised by the school and/or in the school's name, including celebrations, farewells, excursions and fundraising events.

8.5 You must not:

- a. Purchase alcohol for, or give alcohol to, any School child (or to any other person under the age of 18 years); and
- b. Encourage or condone the use of alcohol by children of any age during educational activities.

Tobacco

8.6 You must not smoke or permit smoking in any School buildings, enclosed area or on School grounds. This includes all buildings, gardens, sports fields, cars and car parks.

8.7 You must not purchase tobacco or tobacco products for any School child, or give them tobacco or tobacco products.

9. 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 Goora Gan Steiner School.

9.1 As a school employee, you must not act in conflict with the school'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;
- c. It may not only be about your own interests. It may include:
 - i. The interests of members of your immediate family or relatives (where these interests are known);
 - ii. The interests of your own business partners or associates, or those of your workplace; or
 - iii. The interests of your friends.

9.2 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.

9.3 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.

10. 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.

- 10.1 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.
- 10.2 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 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.
- 10.3 If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value e.g. \$100, must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the school.
- 10.4 When such a gift is accepted, you must advise your supervisor. They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.
- 10.5 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 school. If you win a prize you must advise your supervisor or the Principal who will determine how the prize should be treated and recorded.

11. Communication and protecting confidential information

Communication

- 11.1 You are required to comply with the established line of communication with parents in the school.
- 11.2 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.
- 11.3 You should not disclose personal information about another staff member to children or parents or discuss their work performance, except if authorised by the Principal in the context of grievance resolution.
- 11.4 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with children, parents, or the public.
- 11.5 The media should not be given access to children or allowed entry to the School without the express permission of the Principal. You should not make any comments to the media about Goora Gan Steiner School, children or parents without the express permission of the Principal.

Confidential information

- 11.6 As Goora Gan Steiner School employee, you must only use confidential information for the work-related purpose it was intended.
- 11.7 Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal.

11.8 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

Privacy

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

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

12. Record keeping

12.1 All employees have a responsibility:

- a. To create and maintain full, accurate and honest records of their activities, decisions and other business transactions; and
- b. To capture or store records in the school's record systems.

12.2 You must not destroy or remove records without appropriate authority.

12.3 Supervisors have a responsibility to ensure that the employees reporting to them comply with their records management obligations.

12.4 Employees responsible for assessing children's work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the school.

12.5 Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

13. Copyright and intellectual property

13.1 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.

13.2 Advice relating to sharing or licensing the school's intellectual property should be sought from the Principal.

13.3 The School cannot give away or assign its intellectual property without the approval of the Principal.

13.4 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.

14. Acknowledgement

I _____ have read, understood and agree to comply with the terms of this Code of Conduct.

Signed

Dated