



- › **Last Update** September 2023
 - › **Update Due** September 2025
 - › **Owner** Director People and Culture
 - › **Approving Authority** College Executive
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Code of Conduct Policy

1. Scope

This policy applies to all staff members of Wesley College ('the College').

2. Policy

The Code of Conduct clarifies the standards of behavior that are expected of all College staff in the performance of their duties. It gives guidance in areas where staff need to make personal and ethical decisions. It is the intent of the College to ensure that these standards are maintained, and staff can expect feedback when required.

3. Expectations of all staff

All staff are expected to;

1. Be an active and professional member of the College.
2. Perform their duties in a professional, competent and conscientious manner and be accountable for their performance.
3. Complete all compliance training in accordance with directions from the College.
4. Follow reasonable instructions given by a manager / supervisor.
5. Comply with reasonable lawful directions.
6. Seek suitable opportunities to improve their knowledge and skills, including through relevant professional development.
7. Act honestly and in good faith in providing advice or service that is honest, impartial and comprehensive, irrespective of their personal views on a matter.
8. Be courteous and responsive in dealing with their colleagues, students, parents, family members, and members of the public.
9. Work collaboratively with their colleagues.
10. Be mindful of their duty to their own safety and that of others.
11. Be aware that their conduct has the potential to damage the reputation of the College, even if it is in a private capacity, and regulate their behaviour accordingly.
12. Refrain from using offensive language.
13. Maintain appropriate behaviour at all staff social functions, including where alcohol is served.
14. Abide by the College's policy on intellectual property and moral rights.

15 Refrain from bringing on to all College property any personal electronic equipment unless it meets current testing and tagging requirements.

16 Comply with all of the College's policies and guidelines.

Should a staff member's role require them to manage or supervise staff, in addition to the above responsibilities they are also expected to;

17 Promote collaborative and collegial workplaces by developing a positive working environment in which all staff can contribute to the ongoing development of the College.

18 Exercise leadership by working with their staff to implement performance and development processes that are consistent with the staff member's conditions of employment.

19 Provide ongoing support and feedback to their staff.

20 Model the professional behavior they expect from their staff.

21 Establish systems within their area of responsibility which support effective communication, and consult with and involve their staff in appropriate decision making.

22 Take appropriate action if a breach of the *Code of Conduct* may have occurred.

4. Additional expectations for teaching staff

In addition to the 'all staff' expectations detailed above, all teaching staff are expected to;

1. Comply fully with all requirements as outlined in the Victorian Institute of Teaching's The Victorian Teaching Profession's Code of Conduct (https://www.vit.vic.edu.au/sites/default/files/media/pdf/2021-07/Document_VIT_Code_of_Conduct.pdf).
2. Be in attendance at their school / program in a timely manner in order to conduct their duties before and after class in line with their teaching role. Full-time teaching staff are expected to be on site at the commencement of the day's program / shift, and present for the entire school day whether teaching a class or not. Part-time staff are expected to be present for their full pro-rated time fraction, not just for their allocated teaching minutes (ie. inclusive of activities such as professional development, co-curricular yard duty, and other activities as directed).
3. Be at school for the school day. Staff are able to leave during the day as long as the appropriate staff (typically Head of Campus, Head of School, and Daily Organiser) are notified. In line with Occupational Health & Safety legislation, staff are also required to sign out when they leave the campus. Sign out stations are located in the various College reception areas.
4. Check the replacement class and duty cover each morning. This will be available on WiSE, staff noticeboards or via email (please check practice at your respective campus).
5. Take replacement classes. In the first instance, replacement classes will be assigned to staff that are under-allotted in their teaching load. Under-allotted staff will receive replacement periods up to the maximum teaching load. If no such teacher is available, all full-time secondary teaching staff will be available to be allocated up to one replacement class per fortnight; part-time staff will receive equivalent pro-rata allocation of replacement classes. Beyond this, classes will be allocated to an emergency teacher. In extreme circumstances, all staff may be requested to take replacement periods beyond their allocation. This policy will be common to all campuses, however methods of implementation may vary.
6. Promptly notify the Deputy Head and / or Daily Organiser and Line Manager of a pending absence and ensure they leave significant work for the entire duration of their class, with appropriate detailed instructions. Where possible, notification should occur on the previous day, or by 7.00am (all campuses) on the day concerned.
7. Attend staff briefings, campus staff meetings, and school and learning area meetings.
8. Attend school assemblies as directed by the Head of School.

9. Attend and participate in Student Review Meetings.
10. Punctually undertake yard duty responsibilities or other supervision as allocated. This has the highest priority and takes precedence over other activities.
11. Staff on duty outside supervising grounds or coaching sport are required to wear a hat in Terms 1 and 4.
12. Wear professional sport attire during sporting activities only. Staff must change into professional dress at the next appropriate break.
13. Be in attendance at school from 8.30am to 4.00pm on student-free days, unless otherwise advised.
14. Attend College events related to the areas of the College in which staff teach and/or have pastoral responsibility as required by the Head of Campus.
15. Actively enforce the College's student uniform policy.
16. Maintain student behavioural standards in accordance with the College's expectations and each school's Behavioural Code of Conduct.
17. Observe safety guidelines for the occasional transport of students in staff cars.

Note: these teaching expectations may vary for the Clunes and Outdoor Education programs.

a) Teaching Practice

It is a requirement of all teaching staff to;

1. Carry out teaching practice in line with the academic and behavioural Codes of Conduct.
2. Be an active curriculum team member in the appropriate learning area.
3. Attend all scheduled classes punctually and teach for the full designated period of class time.
4. Maintain accurate rolls of student attendance in line with campus practice and to follow-up unexplained absence through senior staff.
5. Maintain accurate and detailed records of student learning. These need to be sufficiently detailed to enable all appropriate reporting to be completed.
6. Be developing, or have developed a learning environment, that is student-centred and engaging for all students, providing for individual differences.
7. Be prepared and organised for all lessons.
8. Collect and assess student work regularly with the feedback and turnaround time being commensurate with the task set.
9. Accompany their homeroom / tutorial group on College camps when they are scheduled throughout the year.
10. Comply with all campus deadlines with respect to issues including, but not limited to student reports, submission of results etc.

b) Privacy Policy

Staff are expected to be aware of, and comply with privacy legislative requirements in regard to handling student information, including;

1. Returning borrowed student files.
2. Maintaining security of personal information, including where it can be overheard by other students / parents.
3. Writing notes for student files that are factual and / or defensible, but not frivolous.
4. Taking caution in the sending of information via email (ie. checking distribution before sending).
5. Cautious handling of health information, including passing relevant content to the Nurse, School Psychologist / Counsellor or Individual Needs Teacher.

6. Destroying camp health records on return from camp.
7. Updating information on files.
8. Maintaining privacy of student marks by ensuring mark books are not left open for others to see.

c) Co-Curricular Duty

Teaching Staff are required to participate fully in the Co-Curricular program of the College (i.e. one season of sport or its equivalent). This may mean involvement in weekend and / or evening activities. Co-curricular duties are allocated by the Head of Campus after discussion with the staff member and senior staff.

5. Breach of this Policy

As a staff member you hold a position of trust and you are accountable for your actions.

If you are a Manager or Supervisor you have a responsibility to address a possible breach of the *Code of Conduct* by any staff member as soon as you become aware of it.

There will be some serious breaches of the *Code of Conduct* that require an immediate investigation and the staff member's withdrawal from their workplace until the outcome is determined. People & Culture will support this process.

The severity of the breach of the *Code of Conduct* (after an independent investigation) will result of the following actions for staff;

- Performance management
- Disciplinary action ranging from a warning to dismissal

6. Related Policies

- Health and Safety Policy
- Drug and Alcohol Policy (<https://intranet.wesleycollege.edu.au/staff/policies-procedures-and-forms/health-and-safety/drug-and-alcohol/drug-and-alcohol-policy>)
- Privacy Policy (<https://intranet.wesleycollege.edu.au/parent/privacy>)
- Dress Code Policy (https://intranet.wesleycollege.edu.au/staff_resources/documents/yiramalay-policies-and-procedures/Dress-Code-Policy.pdf)
- Social Media Policy (<https://intranet.wesleycollege.edu.au/staff/policies-procedures-and-forms/communications/social-media/social-media-policy>)
- Misconduct Policy (<https://intranet.wesleycollege.edu.au/staff/policies-procedures-and-forms/People-and-Culture/Managing-Unsatisfactory-Performance-and-Misconduct-Policy>)
- Transport of Students in Staff Cars (<https://intranet.wesleycollege.edu.au/staff/policies-procedures-and-forms/college-operations/transport-policy/transport-of-students-in-staff-cars>)
- Managing Unsatisfactory Performance Policy (<https://intranet.wesleycollege.edu.au/staff/policies-procedures-and-forms/People-and-Culture/Managing-Unsatisfactory-Performance-and-Misconduct-Policy>)

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