



CODE OF CONDUCT

This Code sets out the standards for the way we conduct ourselves at Shelford Girls' Grammar (SGG). It provides a practical set of guiding principles, including child safety, to help you make decisions in your day to day work, whatever role you fulfil. Expectations for appropriate behaviour towards and in the company of children are outlined within this Code of Conduct.

The Code is supported by the School's policies and procedures which can be found on the School's website or intranet.

Who does this Code apply to?

All Board Members, Staff, Contractors and Volunteers (including Parents/ Guardians).

Some individuals will also be members of a recognised professional body (such as teachers, educators and psychologists) with their own professional codes of conduct and must also adhere to these. Nothing in this Code is expected to require any individual to breach their relevant professional code. Should there be an occasion where you are unsure, please consult with either the Principal or Business Manager.

When does this Code apply?

Whenever you would be reasonably expected to be identified as a member of the SGG Community or engaged in activities involving SGG students. This includes when working on SGG premises and off site activities such as camps, excursions, events, and sporting activities. It may also include occasions outside working hours and off-campus, including online activities to the extent that the conduct or consequences of the conduct would have an impact on your ability to fulfil the inherent requirements of your role.

What happens if I breach this Code?

Failure to comply with the principles of this Code will be considered a serious breach, will be investigated and may result in disciplinary action, including and up to termination of employment or cessation of engagement with Shelford Girls' Grammar.

What if I am not sure?

The Code cannot anticipate every possible circumstance, but if you are in doubt it may be helpful to reflect on the following:

- Does this feel like 'the right thing' to do?
- What would my colleagues, students or members of the School community expect me to do?
- What would be the reaction if this was reported publicly?
- What impact might this have on the School's reputation?

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Core Principles

1. We act in the School's best interests and value its reputation

- Perform your duties competently and responsibly in a manner that supports the highest quality of education to students, recognising that you are accountable for the decisions you make and the actions you take.
- Use all of the School's systems and equipment appropriately and observe the acceptable and appropriate use of all electronic and digital devices.
- Dress appropriately and in a professional manner that demonstrates respect for others and models appropriate standards for students.
- Conduct yourself as an appropriate role model for students and maintain high standards of personal conduct at all times.

2. We treat others with respect, value difference and strive for a safe working environment

- Treat all people you deal with through the School with dignity and respect.
- Do not harass, harm, bully, victimise or discriminate against any person (adult or student) on the basis of personal attributes including Aboriginality, ethnicity, disability, age, gender, gender preference, race, religion, political affiliation, marital status or sexual preference.
- Never tolerate behaviour that a reasonable person would consider offensive, intimidating, humiliating, aggressive, threatening or abusive.
- Promote a safe working environment by taking responsibility for health and safety and reporting any issues, incidents, injury or property damage as soon as possible.
- In exceptional circumstances, it may be necessary for staff to bring their child onto School grounds. In such cases the Head of Staff, (or the Business Manager in non-term time), should be notified. While on site, the child remains the responsibility of the staff member, and should be seated and quietly engaged with reading or a similar activity. The child should not be a distraction to other staff, and should not roam around class rooms or the School.
- Acknowledge and respect the authority of the School's Board and Principal.

3. We avoid and manage conflicts of interest

- Be aware of potential, perceived or actual conflicts of interest and disclose them immediately to the Principal or Business Manager, for recording on the School's conflict of interest register.
- Never accept any gift, reward or entertainment if it could create an obligation or expectation, or could be perceived to create an obligation or expectation, that would be in conflict with your role at SGG.
- Maintain an arm's length relationship when dealing with suppliers, and maintain an appropriate professional distance when dealing with students and parents/guardians.
- Staff members who have their children enrolled at Shelford need to ensure that:
 - They restrict conversations about their child's progress and wellbeing to scheduled appointments with relevant staff;
 - If their child is invited to social events such as birthday parties, sleep overs and play dates, that they do not discuss any School matters at such events;
 - If hosting a social event that will be attended by students of the School, the relevant Head of School is notified by email prior to the event; and
 - If their child is present in their classroom before or after School, their child should be seated and quietly engaged with reading or a similar activity. They should not be a distraction to other staff and they should not roam around the class room, or the School.

4. We respect and maintain confidentiality and privacy

- Do not share private or confidential information held by the School, either online or otherwise, to other staff, students, or members of the School community unless it is legitimately required for them to undertake their role.
- Collect, use, maintain, protect or destroy information, particularly personal or sensitive information, and the School's intellectual property, in accordance with legislation and applicable School policies.

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- Never disclose any information about SGG that is not already public knowledge without the appropriate authority to do so.

5. We are committed to child safety and have zero tolerance for child abuse.

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

Child Safety Acceptable Behaviours

- Support the safety, participation, wellbeing and empowerment of children;
- Adhere to the Child Safety and Protection Policy and uphold the School's statement of commitment to child safety at all times;
- Take all reasonable steps to protect children from abuse;
- Treat everyone in the School community equally, and with respect;
- Encourage children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them;
- Listen and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child;
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children;
- Promote the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds;
- Promote the safety, participation and empowerment of children with a disability or vulnerability (for example, during personal care activities);
- Understand and comply with all reporting obligations as they relate to mandatory reporting and reporting under the Education and Training Reform Act 2006 and the Crimes Act 1958 (refer Mandatory Reporting Policy);
- Ensure as quickly as possible that the child(ren) are safe if an allegation of child abuse is made;
- Report any allegations of child abuse or child safety concerns to the SGG Child Safety Officer, Principal, Head of Senior or Junior School, or Head of ELC and ensure any allegation is reported to the police or child protection (refer Mandatory Reporting Policy);
- Maintain strict confidentiality of information relating to events or individuals in regard to allegations of unwelcome or inappropriate conduct (except to report it as required to managers and external authorities);
- Fully cooperate with any investigation, formal or informal, which occurs as a consequence of allegations or misunderstandings regarding conduct being brought to the School's attention;
- Report to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher; and
- Comply with legal requirements and SGG's policies and procedures in respect of matters such as mandatory reporting, privacy, occupational health and safety, negligence, discrimination, harassment and vilification.

Child Safety Unacceptable Behaviours

Board Members, Staff, Contractors and Volunteers must not:

- Ignore or disregard any suspected or disclosed child abuse;
- Develop any 'special' relationships with children that could be seen as favouritism or amount to 'grooming behaviour' (for example, the offering of gifts or special treatment for specific children);
- Exhibit behaviours or engage in activities with children which may be interpreted as abusive and not justified by the educational or service delivery context;
- Ignore behaviour by other adults towards students when they appear to be overly familiar or inappropriate;
- Put children at risk of abuse (for example, by locking doors);
- Initiate unnecessary physical contact with children or do things of a personal nature that a child can do independently, such as toileting or changing clothes;
- Discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the educational curriculum or a therapeutic setting;
- Use inappropriate language in the presence of children;
- Express personal views on cultures, race or sexuality in the presence of children;

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- Discriminate against any child, including because of age, gender, gender preference, race, culture, vulnerability, sexuality, ethnicity or disability;
- Have contact (including, but not limited to, through social media, email, instant messaging, texting) with a child alone outside of the School without the Principal, Head of Senior or Junior School, or Head of ELC's knowledge and/or consent (for example, unauthorised after hours tutoring, private instrumental/other lessons, sport coaching, child minding), except where that contact is related to school work or is an approved extra-curricular activity, or where there is a safety concern or other urgent matter. Accidental contact, such as seeing people in the street, is appropriate;
- Use or exchange personal social media or personal email accounts with students;
- Photograph or video a child without the consent of the parent or guardians; or
- Work with children whilst under the influence of alcohol or illegal drugs.

6. We comply with the requirements of the law, this Code and the School's policies and procedures

- Comply with this Code and all relevant laws, regulations, policies and procedures.
- Honestly report any actual or suspected breach of this Code, or any law, regulation, policy or procedure.

Agreement

I agree to adhere to this Code of Conduct. I understand that if I breach this Code of Conduct I may face disciplinary action, including and up to termination of employment or cessation of engagement with Shelford Girls' Grammar.

Role at SGG: Board Member Staff Volunteer Contractor

Name:

Signature:

Date:

Business Name:

(Business Name Required From Contractors Only)

WWCC Number:

or

VIT Registration:

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