

- (a) All Board members, the Principal, employees, volunteers, contractors and other authorised personnel required to perform functions on the School's premises, or at School-organised activities and events. Collectively, these individuals are referred to as 'staff'.
- (b) Any other person who is engaged in student-connected work at the School, or that otherwise has direct and regular contact with the School's students (whether supervised or not).

2.2 This Code is in addition to profession specific codes of conduct, such as the Victorian Institute of Teaching's (VIT) Standards of Professional Practice and Code of Conduct for teachers that outline behaviours expected by all teachers in Victoria. School staff must also comply with other policies and procedures at the School that apply to them, including the Student Safety and Protection Policy.

3 Related Documents

Legislation

3.1

6 Policy

6.1 The School provides the following list of acceptable and unacceptable behaviours and boundaries to guide staff and make clear the School's expectation in relation to conduct at, or in connection with the School (including in the online environment).

6.2 Specifically, staff will:

DO
<ul style="list-style-type: none"> • Behave as a positive role model to students, including through words, conduct and actions. • Promote the care, safety and welfare of students. • Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs. • Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies. • Treat all students and members of the School community with courtesy and respect (including by modelling positive, impartial, professional and respectful behaviour and relationships and acting in a manner that sustains a safe, educational and pastoral environment for students). • Take all reasonable steps to protect students from harm (examples of which include, but are not limited to bullying, child abuse, discrimination, grooming, sexual harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation). • Be aware of and alert to risk factors related to and indicators of harm in students, and where appropriate, report such risks or indicators to the Principal, a member of the Executive Team, or a Student Safety Officer and the relevant authorities. • Provide appropriate supervision for students with regards to age, individual needs and the specific environment. • Ensure, as far as is reasonably practicable, that staff are not alone with students unless it is necessary to fulfil the staff member's duty of care or professional duties. • Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety and wellbeing. • Respect personal differences (including differences regarding cultures, disability, ethnicity, gender, religion, race, political matters, gender diversity and sexuality) and encourage others to do the same. • Promote the safety (including physical, social and emotional), participation and empowerment of students with a disability, or whom are vulnerable. • Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students. • Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students to ensure equity is upheld and diverse needs are respected (for example, by never questioning their self-identification and by recognising the importance of such students relationships with their extended

- Respect the privacy of others by not sharing personal information about a student (including any information that could be used to identify a student) unless necessary for their safety or to promote their wellbeing and educational experience. Where it is necessary to share personal information about a student, only do so in an environment where it will be treated confidentially.
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- Using physical force (or the threat of physical force) or engaging in any other forms of physical violence towards a student, including inappropriate or unnecessary physical play.
- Exchanging personal contact details such as personal phone numbers, social networking sites or private email addresses with students, unless approved by the Principal.
- Meeting with a student in their home, or a location otherwise separate to the School, whether for educational purposes or otherwise, without the School's permission.
- Take, publish or disseminate (including online) photos, movies, videos or recordings of a student without parent consent.
- Use inappropriate language, jokes or gestures in the presence of students.
- Post online any information about a student that may identify them such as their: name, age, email address, telephone number, residence, school, or details of any association, club or group they may be affiliated with.
- Ignore or disregard student safety and wellbeing concerns (including allegations of actual or suspected child abuse or reportable conduct).
- Consume alcohol in the presence of students, unless at an official School function at which alcohol consumption by staff has been approved by the Principal.
- Attend the School, or school-related activities and events, whilst under the influence of alcohol or illicit substances, or whilst affected by prescription medication to the extent that the ability to perform professional duties is impaired.

7 Staff as Parents and Members of the School Community

7.1 The School recognises that many staff have children of their own, and in any case will socialise with other adults who have children.

7.2 While this code is not intended to interfere with a staff member's right to a private life,

- 8.4 Whenever there are concerns that a student is in immediate danger, Victoria Police should be contacted on 000.
- 9 Breach of this Code
- 9.1 Mentone Grammar emphasises the need for staff to fully comply with the requirements of this code.
- 9.2 Any school staff