

A dark green vertical bar is positioned on the left side of the page. Below it, several thin, light green lines curve upwards and to the right, resembling blades of grass or reeds.

STAFF CODE OF CONDUCT POLICY

SILVER LINING FOUNDATION AUSTRALIA LTD ('SLFA')
VERSION 3 JULY 2024

POLICY DETAILS

Purpose:	The purpose of this policy is to outline the type of conduct expected of Silver Lining Foundation Australia Ltd ('SLFA') staff in relation to their roles as employees, as well as volunteers, contractors, and people undertaking work experience or vocational placement at SLFA, and the type of conduct expected of them in each of their relevant roles.	
Scope: (who policy applies to)	This policy applies to SLFA staff, including full-time, part-time, permanent, fixed-term and casual staff. It also applies to contractors, volunteers and people undertaking work experience or vocational placements at SLFA or an SLFA School.	
Accreditation and Governance Requirements of Schools:	To attain and maintain accreditation, a school is required to have written processes about the appropriate conduct required by school staff, and which outlines the standards of behaviour expected of all employees at a school.	
References and Related Policies:	<p><u>Legislation:</u></p> <ul style="list-style-type: none"> → Education (Accreditation of Non-State Schools) Act 2017 (Qld) → Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) → Work Health and Safety Act 2011 (Qld) → Child Protection Act 1999 (Qld) <p><u>Other resources:</u></p> <ul style="list-style-type: none"> → Queensland College of Teachers (QCT) Professional Boundaries: A Guideline for Queensland Teachers document → QCT Code of Ethics for Teachers in Queensland document <p><u>SLFA Policy and Procedure:</u></p> <ul style="list-style-type: none"> → Child Protection Policy → Child Risk Management Strategy Policy → Behaviour Management Strategy Guide → Yarning Circles & Restorative Practices (Staff Information) Guide → Education Program (for Schools) → Communication & Use of ICT Policy → Whistleblower Policy → Work Health & Safety Policy 	
Policy Status:	Version 3 - Approved	Supersedes: Version 2 September 2020
Authorised by:	School's Governing Body	Date of Authorisation: July 2024
Review Date:	Every two years (or as required)	Next Review Date: July 2026
Policy Owner:	SLFA School Governing Body (the Board of Directors)	

POLICY REVIEW RECORDS

Version Number	Date of Authorisation	Next Review Date	Date Reviewed	Review Outcome
1	July 2018	July 2020	September 2020	Policy modified.
2	September 2020	September 2022	January 2024	Policy modified.
3	July 2024			

Contents

POLICY DETAILS2

POLICY REVIEW RECORDS.....3

Code of Conduct Checklist - Intended Use6

Aim of the Code Of Conduct6

Obligations under the Code Of Conduct.....6

Other Guidelines and Resources6

Who has to Comply with the Staff Code Of Conduct Policy?7

Contractors, Volunteers, Work Experience / Vocational Placements7

General7

CODE OF CONDUCT REQUIREMENTS8

1. WHAT IS EXPECTED OF YOU AS A SLFA EMPLOYEE?.....8

2. WHAT HAPPENS IF I BREACH THE CODE OF CONDUCT?8

3. REQUIRED REPORTING9

4. RESPECT FOR PEOPLE..... 10

5. DUTY OF CARE AND WORK HEALTH & SAFETY 11

5.1. Duty of Care..... 11

5.2. Work Health and Safety 11

5.3. Supervision of Students and Young People..... 12

6. PROFESSIONAL RELATIONSHIPS BETWEEN STAFF AND STUDENTS / YOUNG PEOPLE 13

6.1. Interactions and dealings with students and young people..... 13

6.2. Physical contact with students and young people 13

6.3. Relationships with students and young people 14

6.4. Child Protection..... 15

7. APPROPRIATE USE OF ELECTRONIC INFORMATION & COMMUNICATION FACILITIES ... 16

7.1 Use of Email, internet, computers, phones, other digital devices and communication..... 17

8. USE OF ALCOHOL, DRUGS, TOBACCO, E-CIGARETTES, VAPORISERS, ETC. 17

Your obligations – capacity and under the influence..... 18

Drugs..... 18

Alcohol..... 18

Smoking and Tobacco and Nicotine and Vaporisers 19

9. IDENTIFYING AND MANAGING CONFLICTS OF INTEREST 19

10. DECLARING GIFTS, BENEFITS AND BRIBES 20

11. COMMUNICATION AND PROTECTING CONFIDENTIAL INFORMATION 20

Communication 20

Confidential information 21

SLFA STAFF CODE OF CONDUCT POLICY

Privacy	21
12. RECORD KEEPING	21
13. COPYRIGHT AND INTELLECTUAL PROPERTY	22
14. EMPLOYEE DECLARATION	23
Policy Declaration Form	23

Code of Conduct Checklist - Intended Use

This Staff Code of Conduct Policy (the Code of Conduct) is intended to be made available to SLFA employees at or before the commencement of employment.

The Code of Conduct will also be made available to volunteers and people undertaking work experience or vocational placement with SLFA, an SLFA School or another SLFA project or program, on or before commencement.

The Code of Conduct will be available and/or provided to employees, volunteers and people undertaking work experience or vocational placements during the course of their employment or involvement with SLFA, an SLFA School or another SLFA project or program.

The Code of Conduct provides comprehensive instructions and directions for staff and others such as volunteers, work experience or work placement students and contractors, as to the expected standard of conduct and behaviour placements during the course of their employment or involvement with SLFA, an SLFA School or another SLFA project or program.

The Code of Conduct is intended to apply to all SLFA staff whether employed on a permanent, temporary or casual basis, as well as volunteers, people undertaking work experience or vocational placements and contractors. A reference to 'employee' ordinarily, includes a reference to volunteers, contractors and people undertaking work experience or vocational placement with SLFA – unless the context clearly states otherwise.

Aim of the Code Of Conduct

The aim of this Code of Conduct is to outline the standards of behaviour the SFLA governing body (SLFA Board of Directors) expects of SLFA staff, and those who volunteer their time, undertake work experience or vocational placement with SLFA or provide services as a contractor to SLFA.

This Code of Conduct does not attempt to provide a detailed and exhaustive list of what to do in every aspect of people performing their role, work and duties. Instead, it sets out general expectations of the standards of conduct and behaviour required and expected of SLFA employees, and anyone involved in, working or associated with, giving their time and providing a service for SLFA.

Obligations under the Code Of Conduct

The Code of Conduct places an obligation on all SLFA staff to take responsibility for their own conduct and to work with their colleagues cooperatively so as to achieve a consultative and collaborative workplace where people are happy and proud to work.

The Code of Conduct places an obligation on all volunteers, contractors and people undertaking work experience or vocational placement with SLFA, an SLFA School or other SLFA program or project, for them to take responsibility for their own conduct and to work cooperatively with SLFA employees and other persons involved with SLFA.

Other Guidelines and Resources

The Queensland College of Teachers (QCT) has set specific standards for teachers as they are in a unique position of trust when it comes to students, and therefore, the standard of behaviour expected and required by teachers is very high. The QCT [Professional Boundaries: A Guideline for Queensland Teachers](#) and the [Code of Ethics for Teachers in Queensland](#) outlines the professional behaviour and ethics that QCT approved teachers are required to follow,¹ however, these QCT conduct guidelines

¹ <http://www.qct.edu.au/standards-and-conduct/code-of-ethics>

and Code of Ethics are informative and useful for all SLFA staff, volunteers and people undertaking work experience or vocational placement with SLFA, as they provide guidance about ensuring appropriate relationships with students – including past students.

Who has to Comply with the Staff Code Of Conduct Policy?

SLFA employees, as well as volunteers, contractors and those undertaking work experience or vocational placement with SLFA, including SLFA's Schools, programs and projects are required to comply with the Code of Conduct.

By accepting employment (or voluntary work, placement, contract work) with SLFA, you, as an employee, volunteer, contractor or person undertaking work experience or vocational placement are required to inform yourself of and comply with this Code of Conduct.

You must:

- (a) conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of SLFA, its Schools and any other SLFA program or project;
- (b) comply with SLFA's policies and procedures;
- (c) act ethically and responsibly;
- (d) be accountable for your actions and decisions.

Contractors, Volunteers, Work Experience / Vocational Placements

Contractors, consultants, volunteers and those undertaking work experience or vocational placement with SLFA, its Schools and any other SLFA program or project School, must be aware of this Code of Conduct and all must conduct themselves in a manner consistent with the standards and expectations of behaviour outlined in this Code of Conduct.

Conduct or behaviour that is not consistent with the type of conduct or behaviour required under this Code of Conduct may result in the termination of the engagement/agreement of a contractor, consultant, volunteer or student placement.

SLFA staff responsible for engaging or managing external consultants, contractors, volunteers, work experience or vocational placements, must ensure that the people they engage are made aware of SLFA's expectations and standards of conduct and behaviour during their period of engagement.

General

This Code of Conduct is not intended to be contractual in nature and does not impose any contractual obligations on SLFA, its Schools, programs and projects. SLFA reserves the right at its sole discretion to vary or cancel this Code of Conduct at any time.

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

CODE OF CONDUCT REQUIREMENTS

1. WHAT IS EXPECTED OF YOU AS A SLFA EMPLOYEE?

As a SLFA employee, you should be aware of SLFA's policies and procedures, particularly those that apply to your work. Some policies are available on the [SLFA website](#), others may be made available to you through induction and training and development programs. All policy is available from your work site, generally in the main/common staff room area, and from your Supervisor on request.

If you are uncertain about the scope or content of any policy or procedure with which you must comply, you should seek clarification from your Supervisor.

You should familiarise yourself with your employment contract, the legislation or Modern Award under which you are employed as these may specify requirements with which you need to comply.

As an SLFA 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 requirements and 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, clientele, young people, students, parents/caregivers, stakeholders, community members, agencies, departments (and the like) 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 SLFA and does not damage the reputation of SLFA, its Schools, programs and projects.

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

As a SLFA 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 of Conduct will depend on the nature of the breach.
- 2.2. Employees should report possible breaches by colleagues to their Principal / Head of Campus, Supervisor, the SLFA Executive Officer or another senior leader such as the Governance & Compliance Officer or the Senior Education Officer. If the possible breach is by the Principal / Head of Campus, your Supervisor, or another senior leader, then the breach should be reported to the SLFA Executive Officer at executive@slfa.edu.au. If the possible breach is by the SLFA Executive Officer, you should report your concern to the SLFA Board of Directors by email at chairman@slfa.edu.au.
- 2.3. Factors SLFA may consider when deciding what action to take in relation to a breach of the Code of Conduct 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
- (e) whether the breach would be serious enough to warrant formal disciplinary action.

2.4. Actions that may be taken by SLFA in respect of a breach of the Code of Conduct include management or remedial action, training or disciplinary action ranging from a warning to termination of employment.

SLFA reserves the right to determine in its entirety the response to any breach of this Code of Conduct.

3. REQUIRED REPORTING

Employees, volunteers and persons undertaking work experience or vocational placement with SLFA, including its Schools, programs and projects, are required to report certain information to SLFA, particularly if your role involves working with children.

- 3.1.** You are required to inform the SLFA Executive Officer if you are charged with or convicted of a serious offence (i.e. those punishable by 12 months or more in jail).
- 3.2.** You must inform the SLFA Executive Officer if you become the subject of an Apprehended Violence Order.
- 3.3.** If, through your employment with SFLA, you become aware of a serious crime committed by another person associated with or related to SLFA, you are required to report it to the SLFA Executive Officer, who may then be required to inform the police.
- 3.4. WORKING WITH CHILDREN:** If you are an SLFA employee (or a volunteer, contractor, or person undertaking work experience or vocational placement) working at an SLFA School or SLFA program or project that involves working with children, you must report to the School Principal / Head of Campus or your Supervisor the following:
 - (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 behaviour or conduct of any other employee, contractor, volunteer or person undertaking work experience or vocational placement that involves children or young people;
 - (c) any concerns you may have about any other employee, contractor, volunteer, or person undertaking work experience or vocational placement, engaging in inappropriate behaviour / conduct that is reportable under SLFA's *Child Protection Policy* or any allegation of inappropriate behaviour / conduct that has been made to you;
 - (d) if you become aware that an employee, contractor or volunteer or person undertaking work experience or vocational placement has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving inappropriate behaviour / conduct or 'reportable conduct' (as referred to in the Royal Commission into Institutional Responses to Child Sexual Abuse)²; and
 - (e) if you yourself become the subject of allegations of inappropriate behaviour / conduct, whether or not they relate to your employment with SLFA.

You should refer to SLFA's ***Child Protection Policy*** for further information about these specific reporting obligations and the implications of a failing to report inappropriate behaviour / conduct.

3.5. If you are an employee who is employed as a teacher or you are another 'relevant person'³, you have a mandatory (legal) reporting obligation where, on reasonable grounds, you suspect that a child under the age of 18 years of age is at risk of suffering or has suffered significant harm and

² <https://cabinet.qld.gov.au/documents/2017/Feb/RepCond/Attachments/Paper.pdf> ;
<https://www.dcsds.qld.gov.au/about-us/reviews-inquiries/queensland-government-response-royal-commission-institutional-responses-child-sexual-abuse>

³ See section 13E(1) of the *Child Protection Act 1999* (Qld).

you have current concerns about the safety, welfare and wellbeing of the child. You should refer to SLFA's **Child Protection Policy** for further information about these specific mandatory reporting obligations.

4. RESPECT FOR PEOPLE

SLFA expects employees to treat each other with respect and courtesy and act in a professional manner at all times. Our daily interaction with others reflects on the reputation of SLFA, its Schools, programs and projects. Therefore, all employees are expected to be approachable, courteous and professional in dealing with other people, including (but not limited to) the young people, students, parents/caregivers, colleagues, clientele, stakeholders and members of the community and public that SLFA works with and interacts with.

- 4.1. Employees (and volunteers, contractors and people undertaking work experience or vocational placement with SLFA) who work with young people or students have a special responsibility in presenting themselves as appropriate role models for those young people and students. Modelling professional behaviour, effective leadership and respect in your interactions with young people and students can have a profoundly positive influence on their personal and social development.
- 4.2. You are expected to treat colleagues, contractors, young people, students, parents/caregivers, clientele, stakeholders and members of the community and public with respect. Rude or insulting behaviour, including (but not limited to) verbal and non-verbal aggression, abusive, threatening, humiliating, intimidating or derogatory language, disparaging comments or gossip, physical abuse or intimidating actions towards others in the workplace or involved in SLFA's work is unacceptable. You must always treat others with respect. There is no place for sarcasm, derogatory remarks, overfamiliar conduct, offensive comments or remarks, or the like.
- 4.3. You must not discriminate against, stalk, intimidate, abuse or harass (including sexually harass) for any unlawful reason, be overfamiliar or unprofessional in your words, actions or conduct, or bully – directly or indirectly and in any form (e.g. verbally, physically, socially) for any reason, any employee, volunteer, person undertaking work experience or vocational placement, contractor, young person, student, parent/caregiver, clientele, stakeholder and member of the community or public. Unlawful stalking, intimidation, abuse, harassment (including sexual 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 must not use information and communication technologies, such as (but not limited to) email, mobile phones, computers, laptops, tablets and other communication devices, text or instant messaging, blogs, social media, other websites and digital forums or the like to engage in disrespectful behaviour, such as (but not limited to) the types of behaviour outlined in clauses 4.2 and 4.3.
- 4.5. Many incidents can be addressed effectively if reported early. If you believe you are being unlawfully harassed (including stalking, intimidation and abuse) or discriminated against or bullied:
 - (a) where you feel comfortable, ask the person to stop, or make it clear that you find their behaviour offensive or unwelcome. Speak with your Principal/Head of Campus or Supervisor or the SLFA Executive Officer for guidance and support on how to take this approach; and / or
 - (b) raise the issue as a complaint in accordance with SLFA's **Complaints Handling Policy** as soon as possible after the incident(s) have occurred.
- 4.6. SLFA 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 (but not limited to), disciplining or dismissing offenders.

- 4.7. If you lie about or exaggerate a complaint, SLFA will view this as a very serious matter, and you may be disciplined or dismissed.
- 4.8. You should refer to SLFA's restorative practices and behaviour management guides for further information about displaying professional conduct, developing respectful relationships and managing conflict in relationships through restorative practices. Refer to SLFA's **STAFF INFORMATION – Yarning Circles and Restorative Practices guide**, the **Behaviour Management Strategy guide** and, for SLFA Schools, the **Education Program**.

5. DUTY OF CARE AND WORK HEALTH & SAFETY

SLFA employees working with children stand *in the place of a parent* while children (a person under 18 years of age) are in their care ('in loco parentis') and assume parental responsibility of children while they are in their care.

SLFA employees working with children have a duty of care to in their charge to take all reasonable steps to protect children from risks of harm that can be reasonably predicted.

Duty of care to children (e.g. students and young people) encompasses a wide range of matters, including (but not limited to):

- (a) the provision of adequate supervision;
- (b) ensuring grounds, premises and equipment are safe for students' and young peoples' use;
- (c) implementing strategies to prevent bullying (including cyber bullying) from occurring in School, or in a SLFA program or project for young people; and
- (d) providing medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid a young person or student who is injured or becomes sick at School or at a SLFA program or project for young people.

5.1. Duty of Care

- (a) As a SLFA employee, you have a duty of care to children, such as young people and students in your charge. Your **duty** is to take all reasonable steps to protect them from risks of harm that can be reasonably predicted, anticipated or foreseen. For example, you have a duty of care to protect young people and students from risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The **standard of care** required, *for example* is that the degree of supervision needs to be commensurate with the young people and students' maturity and ability.
- (b) Duty of care to young people and students applies during all child related activities and functions conducted or arranged by SLFA, its Schools, programs and projects. The risks associated with any activity or function needs to be assessed and managed before the activity or function is undertaken.
- (c) You should ensure that you are aware of the SLFA's **Risk Management Framework** and procedures which are used for SLFA, its Schools, programs and projects.

5.2. Work Health and Safety

- (a) You have a responsibility under [work health and safety legislation](#) to take care of your own health and safety at work and ensure that your actions do not adversely affect the health and safety of others at work.⁴ You also have a responsibility to manage risk to ensure that

⁴ Work Health and Safety Act 2011 (Qld) ss 28–29 (WH&S Act 2011).

your activities do not place at risk, the health and safety of your colleagues, students, young people or other persons that you may come into contact with at work⁵.

- (b) Considerations of health and safety includes both the physical and psychological (e.g. effects caused by bullying, harassment) wellbeing of individuals⁶.
- (c) You should ensure that you are aware of SLFA's **Work Health and Safety Policy** and the **Work Health & Safety Commitment Statement** as well as any incident, injury, hazard, etc reporting procedures.

5.3. Supervision of Students and Young People

- (a) You should take all reasonable steps to ensure that no young person or student is exposed to any unnecessary risk of injury.
- (b) You should be familiar with and comply with the SLFA's evacuation procedures in place at each work location.
- (c) Students and young people should not be left unsupervised either within or outside of class, an activity, excursion, camp, etc. You should be punctual to your class or activity to ensure students and young people are not left unsupervised. You should ensure that you arrive on time for your allocated supervision duty or whenever you are asked to supervise.
- (d) You should remain with students and young people at after school activities, or other SLFA program/project activities after they have finished until all students and young people have been collected by their parent/caregiver. In the event that a student or young person is not collected, you should remain with the student or young person until they are collected, or you should seek advice from your Principal/Head of Campus or your Supervisor.
- (e) Schoolgrounds supervision and supervision during school or other SLFA program or project activities, excursions, camps, etc is an integral part of the responsibility of employees. Supervision of students and young people must take precedence over other activities. While performing your supervision duties, you are expected to actively supervise your designated area, or the area in which you are present with students, by being vigilant and constantly moving around - supervising. You should ensure that you do not become engaged in other goings-on or conversations that distract you from your supervision responsibilities.
- (f) It is unacceptable to arrive late at your supervision shift and you must not leave your supervision duties unless you can get another employee to relieve you and until that employee arrives to relieve you. You must ensure that your reason for relegating your supervision duties/shift is absolutely necessary and, that you are not simply wanting to offload your responsibilities onto another staff member.
- (g) You should be alert to bullying or any other form of discriminatory or harassing behaviour, and you are required to report incidents to the appropriate staff member.
- (h) Sick or injured students or young people should be attended to by the staff member responsible for supervising at the time the student or young person falls sick or becomes injured. Should additional assistance be required you should contact the Principal/Head of Campus or your Supervisor.
- (i) You should ensure that you understand and comply with SLFA's policy and procedure in regard to the storage and administration of prescribed medication to students.

⁵ WH&S Act 2011 (Qld) s 17.

⁶ WH&S Act 2011 (Qld) Schedule 5.

6. PROFESSIONAL RELATIONSHIPS BETWEEN STAFF AND STUDENTS / YOUNG PEOPLE

SLFA employees (including volunteers, contractors and people undertaking work experience or vocational placement), are expected to, and have a legal obligation 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 SLFA employees are required to manage and supervise students, SLFA endorses an all-inclusive approach toward all SLFA employees having an awareness of and observing SLFA's **Child Protection Policy** and **Child Risk Management Strategy Policy**.

6.1. Interactions and dealings with students and young people

- (a) You should avoid situations where you are alone in an enclosed space with a student or young person. Where you are left with the responsibility of a single student or young person, you should ensure that this occurs in an open space in view of others. Where it is not possible or practical to be in view of others, you should discuss the occurrence with your Principal/Head of Campus or Supervisor.
- (b) You should never drive a student or young person in your car unless you have specific permission from your Principal/Head of Campus or Supervisor to do so. In the event of an emergency which requires you to drive alone with a student or young person, you should exercise discretion but then report the matter to your Principal/Head of Campus or Supervisor.
- (c) If you wish to conduct a private conversation with a student or young person, you should consider the time and venue/location carefully so as to avoid placing yourselves in a vulnerable situation (e.g. creating a situation of one-on-one). It is preferable and best practice to leave the door open to a room if that is the location of the conversation taking place. You should not locate yourself between the student and the door.
- (d) When confiscating personal items from students or young people, such as mobile phones or contraband items, ask the student or young person to hand them to you. Only take items directly from students in circumstances where concern exists for the safety of the student or young person or others, and if your own safety is not jeopardised by your action of taking the items.

6.2. Physical contact with students and young people

- (a) You must not impose physical punishment, unethical or unprofessional contact on a student or young person in the course of your professional duties in working with them.
- (b) When physical contact with a student or young person is a necessary part of the teaching/learning experience or activity interaction, you must exercise caution to ensure that the contact you perform is appropriate, fitting in the circumstances and acceptable. You should ask another adult employee, volunteer, etc, to assist with the demonstration of a particular activity that involves physical contact, as opposed to a student. Where this is not practicable (e.g. no other adult present, only other students or young people), you should seek consent from the student or young person before they participate in the demonstration of what the activity requires.
- (c) Attention to the toileting needs of young children or incapacitated students or young people should be done with caution. It may be appropriate to have the door open – it may not; you need to assess the situation, case by case and determine the most appropriate response.

For students with a disability the management of toileting needs should be included in the student's individual management plan.

- (d) There are circumstances when it may be appropriate for employees to touch or make physical contact with students and young people. It can be normal and appropriate to make physical contact with students and young people when offering praise, encouragement, guidance or comfort. For example, when congratulating a student or young person, a handshake, pat on the shoulder or a brief hug (that is not overfamiliar) are acceptable, as long as the student is comfortable with this action. You should be professional in your actions at all times and gauge and assess a student or young person's body language and ensure that the student or young person is comfortable with your actions. Kissing of students or young people and overfamiliar contact is not acceptable.
- (e) Assessing a student or young person who is injured or ill may necessitate touching the student or young person. Always advise the student or young person of what you intend doing in order to assist them and seek their consent.
- (f) In ensuring your duty of care obligations to students and young people who are in your care, you are required to prevent the risk of foreseeable harm to students. You are required to manage at risk behaviours of students and young people by using de-escalation strategies and without having to resort to restrictive procedures, including restraint. Sometimes, situations may arise where you might need to restrain or restrict a student or young person from harming themselves or others by using 'reasonable force' – including by restraint. The practice of restraining students or young people must only be used where the action of restraining is 'reasonable under the circumstances'⁷, and there is no less restrictive measure available or appropriate to respond to the behaviour in the circumstances. Any such restraint strategy must be in keeping with the law, SLFA's other behaviour management practices, or individual student management plans. You must report and document all such incidents.
- (g) The SLFA School Principal/Head of Campus or SLFA Supervisor may arrange formal 'Restrictive Processes' training, which is underpinned by evidence based positive behaviour support, for SLFA School, program or project staff from time to time.

6.3. Relationships with students and young people

- (a) You must not have a romantic or sexual relationship with a student or young person. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. You are reminded of:
 - i. the law prohibiting sexual relations with a person under the age of consent (16 years); and
 - ii. the law prohibiting sexual relations between a teacher and their student under the age of 18 years.
- (b) You must not develop a relationship with any student or young person that is, or that can be interpreted as having a personal rather than a professional interest in a student or young person. An overfamiliar, unprofessional or inappropriate relationship with any student or young person that you are responsible for teaching, tutoring, working with, delivering a program to, advising, assessing, etc, or for whom you provide pastoral or welfare support, raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment (e.g. favouritism – an inability to be impartial). Such relationships may also have a negative impact on the teaching and learning environment for other students, young people and colleagues and may carry a serious reputational risk for SLFA, its Schools, programs and projects.

⁷ *Criminal Code Act 1899* (Qld) s 280.

SLFA STAFF CODE OF CONDUCT POLICY

- (c) If you consider that a student or young person is being overly familiar towards you, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your Principal/Head of Campus or Supervisor as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
- (d) At all times when speaking with students or young people, care must be taken to use appropriate language – verbal and body. You must always treat students and young people with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments or conduct.
- (e) You may, in ensuring the pastoral care and wellbeing of students and young people, engage in discussion with them. Engaging in conversation with students and young people is important to the relationship, it is entirely appropriate and normal to talk with them. However, you must be cautious about making personal comments about a student or young person or asking them questions that probe your own or a student's or young person's sexuality or their relationships. You must not hold conversations with a student or young person of an intimately personal nature where you disclose information about yourself that is personal private.
- (f) You must not:
 - i. invite students or young people to your home;
 - ii. visit students or young people at their home (outside of the context and needs of your role as an employee); and
 - iii. attend parties or socialise with students or young people (including on social media platforms or the like),unless you have the express permission of the Principal/Head of Campus or your Supervisor and their parents or caregiver.
- (g) You must not engage in tutoring or coaching students or young people from an SLFA School, program or project without the express (written – e.g. email) permission of the School Principal/Head of Campus or your program or project Supervisor.
- (h) You must not invite students or young people to join your personal electronic social networking site/s or accept their invitation to join any of their social networking sites (see clause 7 of this Code of Conduct regarding *Appropriate use of electronic communication and social networking sites*).
- (i) You must not give gifts to students and young people. You should also carefully consider your position before accepting any gift from a student or young person (see clause 10 - *Declaring gifts, benefits and bribes*).
- (j) In relation to students at SLFA Schools, wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations completely, another employee should make any significant decisions relating to the student's school assessments and those decisions must be endorsed by your Principal/Head of Campus.
- (k) You should be aware of, and sensitive to, students and young people with culturally diverse or Indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour, conduct, words and actions.

6.4. Child Protection

- (a) You must be aware of and comply with SLFA's ***Child Protection Policy***.
- (b) As set out in clause 3 of this Code of Conduct, you must report to the School Principal/Head of Campus or your program or project Supervisor, any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or inappropriate

behaviour / conduct or any allegation of 'reportable conduct' or inappropriate behaviour / conduct that has been made to you. This includes self-disclosure if the allegation involves you.

- (c) Broadly, 'reportable conduct' (as defined in the Royal Commission into Institutional Responses to Child Sexual Abuse)⁸ is:
 - i. any sexual offence, or sexual misconduct, committed against, with, in relation to, or in the presence of, a child (including a child pornography offence); or
 - ii. any ill-treatment or neglect of a child;
 - iii. any assault or physical violence committed in relation to, or in the presence of a child; or
 - iv. any behaviour that causes significant psychological harm to a child, whether or not the child consents.
- (d) 'Reportable conduct' does not extend to:
 - i. conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards; or
 - ii. the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures.
- (e) You should refer to SLFA's **Child Protection Policy** for further information about inappropriate behaviour / conduct and your Child Protection reporting obligations.
- (f) The requirements outlined in clause 6 of this Code of Conduct regarding *Supervision, Physical Contact and Relationships with Students and Young People* outlines the professional boundaries which you need to adhere to in relation to your behaviour. They make clear what behaviour is unacceptable or inappropriate and what could amount to 'reportable conduct'.

7. APPROPRIATE USE OF ELECTRONIC INFORMATION & COMMUNICATION FACILITIES

SLFA provides electronic information and communication technology (ICT) facilities and resources for employees, students and young people for work, educational, program and project delivery, administration and other authorised purposes. By its nature, electronic information and communication is a fast and informal way of communicating. However, once a document or image has been sent there is generally no way to recall it and it exists forever.

SLFA employees, students, young people and all other users of SLFA's ICT facilities and resources are expected and required to use ICT facilities and resources ethically and legally.

While SLFA respects the privacy of users of its ICT facilities and resources, SLFA actively monitors each user's usage and data which is stored or transmitted when using ICT facilities or resources and reserves the right to monitor user activity and take appropriate action if misuse is identified.

⁸ <https://cabinet.qld.gov.au/documents/2017/Feb/RepCond/Attachments/Paper.pdf> ;
<https://www.dcsds.qld.gov.au/about-us/reviews-inquiries/queensland-government-response-royal-commission-institutional-responses-child-sexual-abuse>

7.1 Use of Email, internet, computers, phones, other digital devices and communication

You must comply with SLFA's *Communication and Use of ICT Policy: (Email, Internet, Computers, Phone, Written Correspondence, Use of Logos and Letterheads)*. This includes (but is not limited to):

- (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 students or young people into your personal social networking sites or accept any invitation to theirs;
- (f) not using social networking sites to email or contact students or young people;
- (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.
- (i) You must never use SLFA's networks to view, upload, download or circulate any of the following materials:
 - i. sexually related or pornographic messages or material;
 - ii. violent or hate-related messages or material;
 - iii. racist or other offensive messages aimed at a particular group or individual;
 - iv. malicious, libellous or slanderous messages or material; or
 - v. subversive or other messages or material related to illegal activities.
- (g) You must not use SLFA's networks to access or view private information about other employees (including volunteers, contractors and people undertaking work experience or vocational placement, students or young people, or the confidential information of SLFA which may be a breach of privacy rights or privacy laws.
- (h) You must not seek to gain unauthorised access to SLFA's ICT facilities and resources or enable unauthorised access for others.
- (i) You must use SLFA's ICT facilities and resources in accordance with SLFA's *Communication and Use of ICT Policy* and any other ICT related (including social media) policy or procedure SLFA implements or amends from time to time.

8. USE OF ALCOHOL, DRUGS, TOBACCO, E-CIGARETTES, VAPORISERS, ETC.

Work Health and Safety (WH&S) is of fundamental importance to SLFA, its Schools, programs and projects. Maintaining a safe work environment requires everyone's continuous cooperation.

SLFA, its Schools, programs and projects, as well as its directors and employees, have legal obligations under WH&S, school accreditation, drug, alcohol and tobacco (and smoking) laws that must be complied with.

Your obligations – capacity and under the influence

- 8.1.** You are responsible for ensuring that your capacity to perform your duties is not impaired by the use of alcohol or drugs (illegal, non-prescribed or restricted drugs) and that the use of any such substances does not put you or any other person's health and safety at risk.
- 8.2.** As a SLFA 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 Principal/Head of Campus or Supervisor if you are aware that your work performance, capacity 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 Principal/Head of Campus or Supervisor if you are concerned about working with other employees (including volunteers, contractors and people undertaking work experience or vocational placement) who may be affected by illegal drugs, or non-prescribed and/or restricted substances, prescribed drugs or alcohol.

Drugs

- 8.3.** As a SLFA employee, you must not:
- (a) have illegal drugs in your possession while at work. Any illegal drugs found on SLFA property or while at an SLFA work event or in the possession of any person while on SLFA property or at an SLFA work event, may result in disciplinary action including the termination of your employment and referral to the police;
 - (b) give students or young people or other employees (including volunteers, contractors and people undertaking work experience or student placement) illegal drugs or restricted substances, or encourage or condone their use; and
 - (c) supply or administer prescription or non-prescription drugs to students or young people unless you are authorised to do so.

Alcohol

- 8.4.** You must not take alcohol to any SLFA, School, program or project workplace, activity, event or function (or the like) where students or young people are present.
- 8.5.** Unless expressly permitted by the SLFA Executive Officer:
- (a) you must not take alcohol to or consume alcohol at any SLFA workplace, SLFA School, program or project – even where students or young people are not present; and
 - (b) you must not take alcohol to or consume alcohol at any SLFA or work related event, activity or function, whether during work hours or afterhours, onsite or offsite.
- 8.6.** Where alcohol is permitted by the SLFA Executive Officer to be consumed by employees at a SLFA event, activity or function, including at events offsite or arranged by another organisation such as at a networking function, you must ensure that you are not under the influence of alcohol
- 8.7.** You must not:
- (a) purchase alcohol for, or give alcohol to, any school student or young person (or to any other person under the age of 18 years); or

- (b) encourage or condone the use of alcohol by students or young people of any age (including those over the age of 18) at any time, including during events, activities or functions where students or young people are present.

8.8. For the clarification under this clause, a SLFA event, activity or function is any occasion organised by SLFA, or an SLFA School, program or project and/or organised in the name of SLFA, or any of its Schools, programs or projects, such as (but not limited to) open days, excursions, extra-curricular activities, dinners, lunches or other hospitality events, dances or performances, farewells, graduations, meet and greet events, sporting fixtures or excursions or fund raising events.

Smoking and Tobacco and Nicotine and Vaporisers

8.9. Under Queensland smoking laws, SLFA employees must not:

- (a) smoke within 5 (five) metres of a SLFA school boundary⁹, or in an SLFA school carpark;
- (b) smoke in enclosed common areas that are accessible to other workers in the workplace;
- (c) smoke or permit smoking by anyone else in any SLFA building, School building or facility, enclosed area (which includes vehicles) or on School grounds/premises. This includes all buildings, gardens, sports fields, cars and car parks, etc;
- (d) purchase for, give to or share with any student or young person, any tobacco or tobacco products, including herbal cigarettes, loose smoking blend products, personal vaporisers (such as electronic cigarettes – e.g. e-cigarettes, vapes, pens), etc.

8.10. You must not use or permit the use of any nicotine vaporisers ('vapes') in any School building or facility, enclosed area (which includes vehicles) or on School grounds/premises. This includes all buildings, gardens, sports fields, cars and car parks, etc;

8.11. You must not purchase vaporiser or vaporiser products for any student or young person or give them any vaporiser and vape 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 SLFA, SLFA Schools and SLFA Programs and projects.

9.1. As a SFLA employee, you must not act in conflict with the SLFA's, School's, Program or Project'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 supervisor or your Principal/Head of Campus in the first instance. You may also report your conflict of interest to the SLFA Executive Officer.

⁹ <https://www.qld.gov.au/health/staying-healthy/smoking/laws>

- 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.
- 9.4. If you are uncertain about whether or not you have a conflict of interest, or you think you may have, you should discuss your concerns with your supervisor, your Principal / Head of Campus, or the SLFA Executive Officer.
- 9.5. In most cases, having a conflict of interest in itself is not generally an issue. The issue that will present itself is how you manage the conflict of interest and whether or not you act on and are influenced by that conflict of interest and in doing so, you seek to advance or provide a gain or benefit to someone else because of your power and position – whether that be for yourself or someone else.

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 to the person or company wanting to give it to you, why it is not appropriate that you accept the offer. You must immediately report the matter to your School Principal/Head of Campus, your supervisor or the SLFA Executive Officer.
- 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 SLFA, its Schools, Programs or Projects, as well as SLFA staff. You must not create the impression that any person or organisation is influencing SLFA, its Schools, Programs or Projects, or the decisions or actions of any of SLFA 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. Monetary gifts must not and must never be accepted. A gift that is of more value than \$20.00 AUD (twenty dollars) must not become your own personal property. You should either politely refuse the gift or advise the contributor that you will accept it on behalf of SLFA, the School, Program or Project.
- 10.4. When such a gift is accepted, you must advise your supervisor or Principal/Head of Campus as soon as reasonably practicable (e.g. you could text or phone them). They will determine how the gift should be treated and make a record of its receipt (if you choose to accept it, or they approve you accepting it). 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. You should contact Central Office at business@slfa.edu.au or admin@slfa.edu.au to discuss this.
- 10.5. Sometimes employees might, in the course of their work, win a prize of significant monetary value, e.g. a computer or T.V. projector, electronic whiteboard, plane tickets, etc. from another organisation. Prizes are usually considered the property of SLFA. If you win a prize, you must advise your supervisor or Principal/Head of Campus (or the SLFA Executive Officer) 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 students or parents or discuss their work performance, except if authorised by the Principal/Head of Campus 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 students, members of the school community, or the public.
- 11.5. The media must not be given access to students or allowed entry to the School without the express permission of the Principal/Head of Campus. You must not make any comments to the media about the School, students or parents without the express permission of the Principal/Head of Campus.

Confidential information

- 11.6. As a SLFA 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 your supervisor/manager, the Principal/Head of Campus or the SLFA Executive Officer.
- 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 SLFA, including its Schools, Programs and Projects, who are authorised to have access to it.
- 11.10. You should always exercise caution and sound judgment in discussing the personal information of students or young people, parents/carers, staff and other people with SLFA employees. Normally information should be limited to (i.e. only provided to) those who need to know in order to conduct their duties, or to those who can assist in carrying out SLFA's, its Schools, Programs or Projects work and activities, because of their expertise.
- 11.11. All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the school community, or the public – or anyone else that the information is not relevant to.
- 11.12. The media must not be given access to SLFA's school students or its programs or projects young people.
- 11.13. The media must not be allowed entry to an SLFA School or SLFA Program of Project without the express permission of the SLFA Executive Officer or the School's Principal/Head of Campus.
- 11.14. You must not make any comments to the media. Only authorised SLFA representatives such as the SLFA Executive Officer and the School Principal/Head of Campus may speak to and make comment to the media through a specific framework and process, including potential requiring approval from SLFA Board Directors to comment to media.

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 SLFA's, and its School's record systems.
- 12.2. You must not destroy or remove records without appropriate authority. If you accidentally delete a digital record, you should notify Central Office staff at admin@slfa.edu.au as soon as possible so it can be retrieved.

- 12.3. SLFA supervisors and School Principals/Heads of Campus have a responsibility to ensure that the employees reporting to them comply with the SLFA's records management obligations.
- 12.4. Employees responsible for assessing and recording marks for students' schoolwork must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the School and any other governing body requirement (e.g. ACARA).
- 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 SLFA's, its Schools, Programs or Projects intellectual property should be sought from the SLFA Executive Officer (who may direct you to another supervisor such as a School Principal / Head of Campus, the Senior Education Officer or the Governance Officer).
- 13.3. SLFA Schools, Programs and Projects, and SLFA employees, cannot give away or assign SLFA's intellectual property without the approval of the SLFA Executive Officer.
- 13.4. If you develop material that relates to your employment with SLFA, the copyright in that material will belong to SLFA. This may apply even if the material was developed in your own time or at home.
- 13.5. You should not use the SLFA's intellectual property (including copyright) for private purposes without obtaining written permission from the SLFA Executive Officer (or their delegate).
- 13.6. When creating material, you need to ensure the intellectual property rights of others are not infringed

14. EMPLOYEE DECLARATION

Policy Declaration Form

I acknowledge that I have read the **STAFF CODE OF CONDUCT POLICY**, that I understand its content and that any questions I may have had about this policy have been clarified to me.

I understand that it is my responsibility to perform any obligations and responsibilities under this policy, any related policies and any relevant legislation, to the best of my ability and that I should continue to seek clarification or ask questions about the policy, procedures and any of my obligations under it, should I need to.

I understand that I can seek guidance or assistance from my supervisor and other SLFA leadership and executive staff whenever I need to.

EMPLOYEE SIGNATURE

Name:	
Job Title:	Signature:
Work Location: (e.g. school name, Central Office, Saddler Springs, etc)	Date: dd / mm / yyyy

EXECUTIVE OFFICER* OR PRINCIPAL / HEAD OF CAMPUS

Name:	Signature:
Job Title:	Date: dd / mm / yyyy

*Note: Executive Officer's delegate may sign on their behalf.

RECORD KEEPING PROCEDURE:

- Employee:** SCAN fully signed and completed form to admin@slfa.edu.au and cc your supervisor (e.g. Principal, Executive Officer) into the email.
- Supervisor:** FILE scanned form in employee's hardcopy HR folder at work site.
- Central Office:** SAVE scanned form to employee's digital Staff PD & Training folder in 365 and update the Policy Training Register.
- Employee:** keep a hard or digital copy of the signed form for your own personal records (you can email a copy to your personal email if you wish to).