Code of Conduct Policy for Staff

Purpose

It is the intention of Brighton Grammar School to provide clear guidelines to all employees and contractors regarding the conduct expected of them while working for the School.

These stated expectations shall be the minimum standards required. Employees and contractors shall be expected to apply common sense, maturity and common courtesy to each and every interaction which occurs while acting (or reasonably perceived to be acting) as an authorised representative of the School.

This Direction requires every employee and contractor to observe the principles relating to conduct set out below, and to demonstrate commitment and respect for each person they encounter in fulfilling their role at Brighton Grammar School.

Each employee and contractor must regard these instructions as a statement of the School’s expectations in terms of appropriate workplace behaviour and behaviour when outside the workplace, acting in the School’s name.

If an employee or contractor requires further explanation of any of the instructions provided here, it is expected that they shall seek clarification from the Head of their respective area of the School, the Director of Human Resources or the Headmaster as a matter of urgency.

Application

This policy applies to all Brighton Grammar School employees and contractors.

Principles and Procedures

Expectations in Terms of General Commitment to the School

It is expected that every employee and contractor will:

- ensure that their actions do not bring the School into disrepute;
- disclose and resolve any conflicts of interest;
- refrain from canvassing for private business (including tutoring) during work hours;
- not undertake work for other employers or groups without the express permission of the Headmaster;
- not disclose information that may be reasonably considered to be confidential or privileged, or use information for their own gain or another individual or group;
- declare gifts and benefits received from parents, other employees, suppliers, contractors, etc in accordance with the requirements set out in the School’s Direction regarding ‘Ethics and Disclosure’;
- only incur expenditure on behalf of the School in the area for which they are authorised;
• not abuse, deface or wilfully damage School property, assets, etc;
• refrain from using obscene / profane language or gestures, and
• refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the School or employees or students of the School.

Compliance with Terms of an Employment Contract, Legislation and other Regulations

In interactions between employees of the School, students and other individuals or groups who have reason to deal with the School, it is expected that all employees and contractors will:
• comply strictly with the terms and conditions expressed and implied in their contract of employment / letter of engagement with the School;
• comply strictly with any trading or ethical terms governing the School’s operation; and

Conduct and Bearing

In terms of the expected conduct and bearing of employees (in addition to matters specified elsewhere in this Policy), it is expected that employees and contractors will:
• conduct themselves at all times in a manner which enhances the professional and pastoral reputation and image of Brighton Grammar School; this expectation extends to social, sporting and other outside activities at which the employee may be considered to be acting as a representative of the School;
• comply with reasonable and lawful instructions provided by managers and other senior representatives of the School;
• consider their own safety first and then the safety of others around them in everything that they do;
• undertake tasks in a safe manner and only to the extent that they are trained to do so (where applicable);
• conduct themselves in a manner which is consistent with the principles of ‘good faith’ and ‘mutual trust and confidence’ in their employment relationship with Brighton Grammar School;
• not tolerate (from others) and not use language or conduct which is likely to offend, harass, or unfairly discriminate against any person;
• refrain from using inappropriate or profane words or gestures and images;
• maintain a smoke-free workplace (as defined by legislation and School Policy) whether in the presence of students or not when on Brighton Grammar School premises, or acting as an authorised representative of the School in other locations (including School and related vehicles);
• refrain from smoking or consuming alcohol within the School precinct or within a radius of the School’s operation that would reasonably link the individual to the School;
• attend work in a condition which would meet a definition of ‘fit for work’ – disclosing any illness, injury or other impairment (whether temporary or permanent) which may prevent them from meeting the inherent requirements of their position;
• attend work and all social and sporting functions associated with the School in a condition which is free from adverse effects of alcohol or illicit drugs;
• when attending social or other functions hosted by the School or others (acting as a representative of the School) will not consume alcohol unless otherwise approved by the Headmaster;
• not attend work or other functions as a representative of the School while affected by adverse effects of alcohol or illicit drugs (thereby placing the employee and others at risk);
• not attend work or other functions as a representative of the School while affected by side effects of prescription drugs which may inhibit performance or put the employee and others at risk;
• abide by all safety rules and procedures operating within the School and other locations at which the School may visit or take students;
• conduct themselves in a courteous and professional manner in every interaction with colleagues, students, parents, contractors, suppliers and members of the general public that they may interact with as a representative of Brighton Grammar School;
• refrain from touching, handling, pushing or otherwise physically engaging with students or others in a manner which is not wholly necessary and consistent with the inherent pastoral requirements of their role;
• not make social or professional visits to the Student in his home without previously advising the Head of Year, Head of House or Head of the respective area of the School as applicable, and only on business related to the School; and
• refrain from socialising with students in person or via social networking media or similar technology except where authorised by the School (in the same manner as indicated).

Note: Definition of a ‘Student’

For the sake of clarity, a ‘Student of Brighton Grammar School’ shall be considered to be a current student of Brighton Grammar School until they withdraw from the School and are no longer enrolled or (in the case of Year 12 Students) the day after the School Speech Night.

However it is also expected that employees and contractors of Brighton Grammar School will not socialise or visit, at home, past Students of the School who are less than 18 years of age without the presence of a parent of the Student.

Further, this direction also applies to employees and contractors visiting current Students at home or socialising with Students who are under the age of 18 years. For the benefit of both the Employee and contractor and the Student, a Parent of the Student must always be present.

Expectations Regarding how People will be Treated

When dealing with any person as part of their duties or associated activities at Brighton Grammar School, the School expects that an employee or contractor will be:
• honest, courteous and helpful;

actively consultative, inclusive and willing to listen;
attentive, providing accurate information and meeting commitments;
ensuring that their appearance is neat, clean, and appropriate to the job that they are employed to do; eg: wearing the applicable sports, protective gear or other uniform where required in order to complete a task (for clarification on expected dress standards, please refer to the School’s Direction regarding ‘Dress, Presentation and Grooming’);
provide accurate, timely and proactive advice;
calm and controlled in circumstances in which they are required to deal with a difficult situation or personality;
strictly adhere to the School’s policies and procedures with respect to disclosure of confidential information; and
respectful and supportive of the School’s beliefs and values.

Teamwork

To help us achieve our goals as a team, it is expected that every employee and contractor will:
be punctual, and only leave the School or outside activity early after gaining express prior approval from the Head of their respective area of the School or manager;
report and account for any absences (with supporting certificates where applicable);
provide guidance and feedback to others in an appropriate way;
actively learn from others, seeking assistance when required;
share relevant information;
observe safe work practices and report hazards, accidents, injuries, and unsafe practices;
follow Emergency Procedures and other safety related instructions in the case of emergency;
take all reasonable steps to assist others who need help in completing a task or meeting a deadline;
report concerns (to Senior Managers of the School) regarding staff or students who they believe may be suffering unexpected or unreasonable pressure or ill health;
report any matters which they become aware of which may pose a risk to health, safety or welfare of another staff member or student; and
report any matters (to a senior person, in confidence) which may be reported to them or observed by them which would be unlawful or contrary to the expected conduct of employees of the School (for further guidance on this issue, please see the School’s Explanation regarding ‘Whistle blowing’).

Results

To ensure the quality of work that is produced in the School’s name, it is expected that we will:
observe the spirit and letter of the law, School policies and Government guidelines (curriculum and other) governing an employee’s work and the curriculum;
• ensure that all work prepared for students, examinations and other assessments developed and corrected shall be accurate, complete and appropriate (in relation to the respective curriculum);

• make sure that all communication to parents meets established corporate style and professional language standards;

• ensure that all deadlines for reporting, submission of examinations and other assessments, and other tasks which are inherent to the requirements of the position they hold, shall be met (and where this is not possible, that adequate and acceptable notice shall be given for a delay);

• submit reports and all other correspondence and information (that will be provided to parents) to applicable management representative (such as Head of House or Year/Head of Section) for prior approval;

• work to the best of their ability, giving proper attention and care to the job; and

• use materials, equipment and other resources wisely, and prevent their misuse.

Breach

Breach of this Policy shall be considered either misconduct, serious misconduct or gross misconduct (depending on the circumstances) and may result in disciplinary action which may lead to termination of employment.