

## Staff Code of Conduct

### 1. Purpose

The College has a responsibility for the welfare of its staff and students. It aspires to maintain a friendly and professional atmosphere, which contributes to an effective and enjoyable learning environment for both staff and students. In a healthy learning environment, positive staff and student relationships will be formed. In order to protect both staff and students, the boundaries of personal and professional life must be fully recognised and respected.

The new Department of Education 2022 Registration Standards Non-government Schools - Standard 12 for management of student behaviour are applicable and requires the development of a Staff Code of Conduct. It is essential that the Staff Code of Conduct comply with these standards. It is important that all staff understand the difference between 'grooming' and 'sexual abuse' and the delineation of the boundaries between appropriate and inappropriate interaction between students and between students and adults. These boundaries are addressed in this policy.

### 2. Definitions

2.1 **Child abuse** Four forms of child abuse are covered by WA law and are defined by the Department of Communities:

2.1.1 Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or caregiver.

2.1.2 Sexual abuse occurs when a child is exposed to, or involved in, sexual activity that is inappropriate to the child's age and developmental level, and includes sexual behaviour in circumstances where: (a) the child is the subject of bribery, coercion, a threat, exploitation or violence; (b) the child has less power than another person involved in the behaviour; or (c) there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

2.1.3 Emotional abuse includes: (a) psychological abuse; and (b) being exposed to an act of family and domestic violence.

2.1.4 Neglect is when children do not receive adequate food or shelter, medical treatment, supervision, care or nurturance to such an extent that their development is damaged or they are injured. Neglect may be acute, episodic or chronic.

2.1. **The Code** is the Staff Code of Conduct as defined in this document.

2.2. **Staff** means the paid teachers, education assistants, support and administration employees of the College.

2.3. **Parents** include single parents and legal guardians responsible for the child.

### 3. Compliance with the Code of Conduct

By accepting employment with the College, staff must understand and comply with this Code.

Staff must:

- conduct themselves, both personally and professionally in a manner that upholds the ethos and reputation of the College;
- comply with the College's policies and procedures;
- act ethically and responsibly at all times in accordance with the ethos of the College;
- be accountable for their actions and decisions.

## **FCC Staff Code of Conduct**

### **4. General**

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the College. The College reserves the right, at its sole discretion, to vary or cancel this Code at any time. It is, however, a contractual requirement of staff employment for staff to comply with this code.

This Code is not an exhaustive list of the circumstances in which the College may take disciplinary action in respect of an employee.

### **5. Requirements of Staff**

5.1. Staff must be familiar with the College's policies and procedures, particularly those that apply to the staff member's specific role and responsibilities.

5.2. If a staff member is uncertain about the scope or content of a policy, clarification should be sought from their supervisor, line manager or the Principal.

5.3. Staff are expected to:

- a. perform their duties to the best of their ability, in a timely manner and to be accountable for their performance;
- b. follow reasonable instructions given by their supervisor or the Principal;
- c. comply with lawful directions from their supervisor or the Principal;
- d. carry out their duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve their knowledge and skills, including through participation in relevant professional development;
- e. act honestly and in good faith in fulfilling their duties;
- f. be courteous and responsive in dealing with colleagues, students, parents and members of the public;
- g. work collaboratively with colleagues;
- h. maintain a high standard of dress (including, hair colouring, style and make up) when teaching and attending College events. This is expected to be of a standard consistent with the professional position held and appropriate to the situation. Generally, this will be at a standard at or above the students' school uniform. Sporting attire may be worn by PE teachers or on sports days. Jeans, non-dress shorts, short skirts, short dresses, low cut tops, beanies (indoors), see through tops and leggings, are not considered appropriate. Modesty is to be modelled as a high priority by all staff members and again should be at or above the level of modesty required in the student uniform.
- i. ensure their conduct, whether during or outside working hours, is consistent with the Christian ethos of the College and does not damage the reputation of the College. It is a requirement of all staff to be a practicing Christian. For the purposes of this document, a practicing Christian is anyone who has put their faith in God for the forgiveness of their sins through the substitutionary, atoning death of Jesus Christ on the cross. Through His sacrifice we can enjoy a restored relationship with God and eternal life. Furthermore, a practicing Christian believes in the inerrancy of the Bible and pursues obedience to God and the biblical teachings.

It is expected that all staff are serving members of a protestant Christian Church. Any staff member who is found to be living in disobedience to the scriptures and therefore not upholding the Christian ethos of the College, and/or any staff member whose attendance at Church has lapsed and is no longer regularly attending a church, should self-report this to their mentor, a Deputy or the Principal. Consistent attendance at church means attending at least 40 times a year allowing for holidays and sickness. If it is established that these requirements haven't been met, either through self-reporting or other means, and the staff member is unrepentant in their position, then employment at FCC will cease.

## **FCC Staff Code of Conduct**

Some examples of staff not upholding the Christian Ethos of the College include, but are not limited to:

Sexual relationships with anyone they are not married to

Engaging in a same sex romantic relationships.

Being convicted of a crime.

Greed, malice, deceit, lewdness, envy, slander, arrogance or folly (Mark 7:21-23).

- j. Staff are required to be onsite from 7:45-3:45 for a fulltime workday. Part time teaching staff must be onsite 30 minutes before their first duty/lesson or during staff devotion if they teach in the first session of the day. Administration and Education assistants should be onsite for the time that their contract states. Alterations to those times are by negotiation with the Principal. Staff must inform their line manager or Principal via text if they are delayed for whatever reason and staff must inform the Principal if they wish to leave early for whatever reason.
- k. All FCC staff are expected to attend two out of three working bees. In addition, teaching staff are-expected to supervise/organise at least 40 hours a year (pro rata) extra-curricula activities.
- l. The use of obscene language and swearing is forbidden in any form. This applies to what is spoken, to the lyrics of any songs played, media or in video recording, e-mails, graphics, printing and other forms of educational teaching and learning activities. There may be occasions when showing media with offensive language or graphic scenes may be permitted, because of particular educational outcomes. Outcomes in these situations will be determined by the relevant Deputy or Principal.

## **6. Mandatory Reporting**

Teaching staff members are required to report certain information to the College in accordance with the College's Protective Behaviours policies and the Department for Child Protection and Family Support Mandatory Reporting requirements.

- 6.1. All staff members are required to inform the Principal if they are charged with or convicted of a serious offence or become the subject of a Violence Restraining Order (VRO).
- 6.2. If a staff member becomes aware of a serious crime committed by another staff member, they are required to report it to the Principal, who may be required to inform the police and/or the Department of Child Protection and/or the Teacher Registration Board WA.
- 6.3. A staff member must report to the Principal:
  - a. any concerns they may have about the safety, welfare and well-being of a child or young person;
  - b. any concerns they have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
  - c. any concerns they have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' they have been made aware of;
  - d. if the staff member becomes aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct';
  - e. if the staff member becomes the subject of allegations of reportable conduct, whether or not the allegations relate to their employment in the College.
- 6.4. All teaching staff have mandatory reporting obligations under the Children and Community Services Act 2004 (WA) if they have reasonable grounds to suspect a child is at risk of sexual harm and have current concerns about the wellbeing of the child.

## **7. Respect for People**

Staff are expected to treat one another with respect and courtesy. Staff are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

## **FCC Staff Code of Conduct**

- 7.1. Staff have a special responsibility in presenting themselves as appropriate role models for students. Modelling traits such as leadership and respect in their interactions with students can have a profoundly positive influence on a student's personal and social development.
- 7.2. It is important for staff to treat colleagues, other employees, contractors, students and parents with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other employees, contractors, students and parents is unacceptable.  
  
Staff must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of unacceptable behaviour.
- 7.3. Staff must not discriminate against, harass for any unlawful reason, or bully for any reason, any employee, contractor, student or parent. Staff obligations in this regard, including the list of unlawful reasons, are set out in the College's Protective Behaviours policies. Unlawful harassment or discrimination constitutes an offence under the Equal Opportunity Act 1984, or federal industrial or discrimination legislation. Bullying is a breach of a staff member's obligations under work safety and health legislation or their duty of care at common law.
- 7.4. Staff must be familiar with the College's Protective Behaviours policies. If a staff member believes they are being unlawfully harassed, discriminated against or bullied:
  - a. ask the person to stop, or make it clear that the behaviour is offensive or unwelcome. It may be useful to speak with their supervisor or the Principal in the first instance, to seek guidance on how to do this;
  - b. raise the issue with the Principal as a grievance as soon as possible after the incident has occurred.
- 7.5. The College takes reports of unlawful discrimination, harassment or bullying seriously and will consider action the College considers appropriate if such conduct is found to have occurred. This may include disciplining or even dismissing offenders. Many incidents can be addressed effectively if reported early.
- 7.6. If a staff member is found to be lying about or exaggerating a complaint, the College will view this as a very serious matter and the staff member will be disciplined or dismissed.

## **8. Duty of Care and Work Safety and Health**

Staff members have a duty of care to students in their charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.

The duty of care 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' use;
- c. implementing strategies to prevent bullying from occurring in the College;
- d. the provision of medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at College.

### **8.1. Duty of Care**

- 8.1.1. All staff have a duty of care to students in their charge. That duty is to take all reasonable steps to protect students from any risk of harm, that can be reasonably predicted, such as risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, such as the degree of supervision, needs to be commensurate with the students' maturity and ability.
- 8.1.2. Duty of care to students applies during all activities and functions conducted or arranged by the College. The risks associated with any activity need to be assessed, approved by the SLT and managed before the activity is undertaken, in accordance with the College's Risk Management Policy.

## **FCC Staff Code of Conduct**

- 8.1.3. Staff must be familiar with the College's Risk Management Policy and relevant excursion procedures.
- 8.2. Workplace Health and Safety
  - 8.2.1. All staff have a responsibility under occupational safety and health legislation to take care of their own health and safety at work.
  - 8.2.2. All staff have a responsibility to ensure that their activities do not place at risk the safety and health of colleagues, students, or other persons they may come into contact with at the College.
  - 8.2.3. Considerations of safety relate to both the physical and psychological well-being of individuals.
  - 8.2.4. Staff must be familiar with and comply with the College's Occupational Safety and Health Policy.
- 8.3. Student Supervision
  - 8.3.1. Staff must take all reasonable steps to:
    - a. ensure they are familiar with and comply with the College's Critical Emergency Policy;
    - b. ensure they are familiar with and comply with the College's Protective Behaviours policies;
    - c. ensure that they understand and comply with the College's policies in regard to the storage and administration of prescribed medication to students;
    - d. be punctual to class and/or allocated supervision.
    - e. ensure that no student is exposed to any unnecessary risk of injury;
    - f. be alert to bullying or any other form of discriminatory behaviour and report incidents to the appropriate staff member or the Principal;
    - g. ensure students are appropriately supervised in or outside of the classroom;
    - h. remain with students at after school activities until all students have been collected. In the event that a student is not collected seek advice from their supervisor or the Principal.
- 8.4. Playground supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. Staff must actively supervise their designated area, being vigilant and constantly moving around.
- 8.5. Ill or injured students must be attended to by the supervising staff member, who must advise the Office staff of the situation as soon as possible.

## **9. Professional Relationships between Staff and Students**

All staff are expected to behave at all times, in ways that promote the safety, welfare and well-being of children and young people. Staff must actively seek to prevent harm to children and young people, and to support those who have been harmed.

While not all staff are required to manage and supervise students, it is important for all staff to understand and observe the College's Protective Behaviours policies.

### **9.1. Supervision of Students**

- 9.1.1. Avoid situations where a staff member is alone in an enclosed space with a student. When left with the responsibility of a single student, staff must ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with their supervisor or the Principal prior to the event.
- 9.1.2. Never drive a student alone in a vehicle unless specific permission has been given from the staff member's supervisor or the Principal and written permission from the parent to do so.

## **FCC Staff Code of Conduct**

In the event of an emergency, staff should exercise discretion and report the matter to their supervisor or the Principal as soon as possible.

- 9.1.3. If a staff member wishes to conduct a private conversation with a student they should consider the time and venue carefully to avoid placing themselves in a vulnerable situation. It is preferable to leave the door open and never place themselves between the student and the door.
- 9.1.4. When confiscating personal items, such as mobile phones or jewelry, staff must ask students to hand the item(s) to them.

### **10. Physical Contact with Students**

- 10.1. Staff must not impose physical punishment or any form of corporal punishment on any student at any time.
- 10.2. When physical contact with a student is a necessary part of the teaching/learning experience, staff must exercise caution to ensure that the contact is appropriate and acceptable. Seek reassurance from the student by asking for a volunteer from the students in the class, if necessary, to demonstrate a particular activity.
- 10.3. Attention to the toileting needs of young children must be done with caution. It may be appropriate to have the toilet cubicle door open. For students with a disability, the management of toileting needs should be included in the student's individual management plan.
- 10.4. When congratulating a student, a handshake, pat on the shoulder or brief side hug are acceptable, as long as the student is comfortable with this action. Any type of kissing of students is not acceptable.
- 10.5. Student-directed touch, such as a hug from a student from early Primary School, is sometimes unavoidable, A staff member may continue this and reposition themselves when able.
- 10.6. Assessing a student who is injured, distressed or ill may necessitate touching the student. Always advise the student of what action is intended and, if they are conscious, seek their consent.
- 10.7. At times, in ensuring duty of care, a staff member may be required to restrain a student from harming themselves or others, by using reasonable force. Any such strategy must be in keeping with the College's behaviour management practices or individual student management plans. Any such incidents must be reported and documented in accordance with the College's Protective Behaviours policies.

### **11. Relationships with Students**

- 11.1. Staff must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual, or condoned by parents. Staff are reminded of:
  - a. the law prohibiting sexual relations with a person under the age of consent (16 years);
  - b. the law prohibiting sexual relations between a teacher and his or her student under the age of 18 years.
- 11.2. Staff must not develop a relationship with any student that is, or that can be interpreted as, having a personal rather than a professional interest in the student. An overly familiar relationship with any student (including any adult student) that staff members are responsible for teaching, tutoring, advising, assessing, or for whom they provide pastoral or welfare support, raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and may carry a serious reputational risk for the College.
- 11.3. If a staff member considers that a student is being overly familiar, seeking to establish a personal relationship with them, or has developed a 'crush' on them, the staff member must report their concerns to their supervisor or the Principal as soon as possible, so that a plan can be developed to manage the situation effectively and sensitively.

## **FCC Staff Code of Conduct**

- 11.4. At all times when speaking with students, care must be taken to use appropriate language. Always treat students with respect and without favouritism. Sarcasm, derogatory remarks, inappropriate familiarity or offensive comments are unacceptable.
- 11.5. Staff may, as part of their pastoral care role, engage in discussion with students. This is entirely appropriate. However, staff must be cautious about making personal comments about a student or asking questions that probe their own or the student's sexuality or relationships. Staff must not hold conversations with a student of an intimately personal nature wherein the staff member discloses information about themselves.
- 11.6. Staff must:
  - a. Not invite students to the staff member's home;
  - b. Not visit students at the student's home without the presence of the student's parent;
  - c. Not attend parties or socialise with students without the express permission of the Principal and the student's parents.
  - d. Ensure if they are parents of FCC students or are known to FCC students that all interactions outside of school hours such as the ones described above are seen to be in the role of a parent rather than a staff member.
- 11.7. Staff must not engage in private tutoring or coaching students from the College without the express permission of the Principal.
- 11.8. Staff must not invite students to join their personal electronic social networking site or accept students' invitations to join the student's social networking site. Refer to Section 13 - Appropriate Use of Electronic Communication and Social Networking Sites.
- 11.9. Staff must carefully consider their position before giving any gift to or accepting any gift from a student or a parent. Refer to Section 16 - Declaring Gifts, Benefits and Bribes.
- 11.10. Wherever practical, staff must 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 staff member should make any significant decisions relating to the student's assessments and have such assessments endorsed by a supervisor or the Principal.
- 11.11. Staff must be aware of and sensitive to children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of the staff member's behaviour.

## **12. Child Protection**

- 12.1. Staff must be aware of and comply with the College's Protective Behaviours policies and mandatory reporting requirements.
- 12.2. For further information about reportable conduct refer to the College's child protection policies and Mandatory Reporting Policy.
- 12.3. The requirements outlined in Section 9, 10 and 11 in relation to Supervision, Physical Contact and Relationships with Students sets professional boundaries in relation to staff behaviour. This makes clear what behaviour is unacceptable and what could amount to 'reportable conduct'.

## **13. Appropriate Use of Electronic Communication and Social Networking Sites**

The College provides electronic communication facilities for its students and staff for educational or administrative purposes. The College monitors and views data stored or transmitted using the College's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, staff must be aware that once a document or image has been sent there is no way to recall it and it exists forever.

## **FCC Staff Code of Conduct**

13.1. Staff must comply with the College's Cyber-safety and Internet Policies.

This includes:

- 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 gossip, insubordinate, harassing, discriminatory, defamatory, threatening, abusive or obscene;
  - e. not inviting students into a staff member's personal social networking site nor accept an invitation to the student's site. Exceptions to this include staff who associate with the students in other capacities such as Youth Leaders, sporting or community organisations, in these cases all communications must reflect that they are acting in the capacity of the other organisation and not as a FCC staff member. Staff and Ex-Students who have graduated year 12 (or were in the equivalent cohort) cannot 'friend' each other until at least a year after the relevant Year 12 graduation ceremony.
  - f. not using social networking sites to email or contact students;
  - g. the transmitting, storing, promoting or displaying of offensive, defamatory or harassing material is strictly forbidden;
  - h. the reporting of any situations in which a staff member becomes aware of the inappropriate use of electronic communication and social networking sites.
- 13.2. Staff must never use the College's computer networks to view, upload, download or circulate any of the following materials:
- a. sexually related or pornographic messages or material;
  - b. violent or hate-related messages or material;
  - c. racist or other offensive messages aimed at a particular group or individual;
  - d. malicious, libelous, slanderous or defamatory messages or material;
  - e. subversive or other messages or material related to illegal activities.

## **14. Use of Alcohol Drugs or Tobacco**

The College Ethos does not allow the use of alcohol at any College functions, including staff functions.

The use of illegal drugs is strictly forbidden.

Staff must consult with their supervisor or Principal if they are concerned about working with other employees who may be affected by drugs or alcohol.

14.1. Drugs

Staff must not:

- a. have illegal drugs in their possession at any time. Any illegal drugs found on College property or in the possession of any person on College property may result in disciplinary action, including the termination of employment and referral to the Police and the Teacher Registration Board WA;
- b. give students or other employees illegal drugs or restricted substances, or encourage or condone their use;
- c. supply or administer prescription or non-prescription drugs to students unless authorised to do so.



## **FCC Staff Code of Conduct**

### **14.2. Alcohol**

Staff must not:

- a. purchase alcohol for, or give alcohol to, any School student (or to any other person under the age of 18 years);
- b. encourage or condone the use of alcohol by students of any age;

### **14.3. Tobacco**

- 14.3.1. Staff must not smoke, vape or permit either in any College building, enclosed area or on College grounds. This includes all gardens, sports fields, cars and car parks.
- 14.3.2. Staff must not smoke or vape whilst at any College function, even if it is not on the College campus. This includes outdoor activities, camps, tours and excursions.
- 14.3.3. Staff must not purchase vaping or tobacco products for any College student, or give them tobacco or tobacco products.

## **15. Identifying and Managing Conflicts of Interest**

Private interests can, or have the potential to, influence a staff member's capacity to perform their duties and in turn compromise their integrity and that of the College.

- 15.1. Staff must not act in conflict with the College'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.

Conflict of Interest may not only be about a staff member's own interests. It may include:

- a. the interests of members of a staff member's immediate family or relatives (where these interests are known);
- b. the interests of a staff member's own business partners or associates, or their workplace;
- c. the interests of a staff member's friends.

- 15.2. When faced with a situation in which conflict of interests may be present, a staff member must report any potential or real conflict to their supervisor or the Principal.

- 15.3. Staff must report situations where a superior or colleague, who has an identified conflict, is or may be perceived as unduly influencing a staff member's decision.

## **16. Declaring Gifts, Benefits or Bribes**

Staff 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. All staff are expected to exercise sound judgment when deciding whether to accept a gift or benefit. If in doubt, discuss the matter with the Principal.

- 16.1. If a staff member is offered a bribe (i.e. anything given in order to persuade the staff member to act improperly), they must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal.
- 16.2. Accepting gifts and other benefits has the potential to compromise a staff member's position by creating a sense of obligation and undermining their impartiality. It may also affect the reputation of the College and its staff. Staff must not create the impression that any person or organisation is influencing the College or the decisions or actions of any of its employees.
- 16.3. Any gift given by staff to individual students, apart from classroom awards and gifts given to the entire class, must be disclosed to the Principal at the earliest opportunity. The Principal may choose to inform the entire College staff if deemed necessary in order to keep all teacher/student relationships transparent.

## **FCC Staff Code of Conduct**

### **17. Communication and Protecting Confidential Information**

#### **17.1. Communication**

- 17.1.1. Staff must be mindful of confidentiality when in discussions with parents. However, a guarantee of confidentiality cannot be provided if the matter under discussion requires Mandatory Reporting.
- 17.1.2. Staff must not disclose personal information about another staff member to students or parents, or discuss their work performance, except if authorised by the Principal in the context of grievance resolution.
- 17.1.3. All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the College community or the public.
- 17.1.4. The media must not be given access to students or allowed entry to the College without the express permission of the Principal. Staff must not make any comments to the media about the College, students or parents, without the express permission of the Principal.

#### **17.2. Confidential Information**

- 17.2.1. Staff must only use confidential information for the work-related purpose it was intended.
- 17.2.2. Unless authorised to do so by legislation, staff must not disclose or use any confidential information without the express permission of the Principal.
- 17.2.3. Staff must ensure that confidential information in any form, cannot be accessed by students or unauthorised people.

#### **17.3. Privacy**

Staff must always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other College employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the College's work because of their particular expertise.

### **18. Record Keeping**

#### **18.1. Staff have a responsibility:**

- a. to create and maintain full, accurate and honest records of their activities, decisions and other business transactions;
- b. to capture or store records in the College's record systems.

Staff must not destroy or remove records, whether physical or electronic, without appropriate authority from their supervisor or the Principal.

- 18.2. Supervisors have a responsibility to ensure that the staff reporting to them comply with records management obligations.
- 18.3. Staff responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policies and the requirements of the College.
- 18.4. Staff must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

### **19. Copyright and Intellectual Property**

- 19.1. When creating material, staff must ensure the intellectual property rights of others are not infringed and that relevant information is recorded in the material about any third-party copyright or other rights.
- 19.2. Advice relating to sharing or licensing the College's intellectual property must be sought from the Principal.
- 19.3. The College must not give away or assign its intellectual property without the approval of the Principal.



## FCC Staff Code of Conduct

### **Related Policies:**

*Cyber-safety and Internet Policy*

*Mandatory Reporting Policy*

*Protective Behaviours Policy*

*Gender Dysphoria and Same Sex Policy*

*Bullying Policy*

*DES Registration Standards – [http://www.des.wa.gov.au/schooleducation/nongovernmentschools/info-nings/School\\_registration/Documents/2017%20Standards.pdf](http://www.des.wa.gov.au/schooleducation/nongovernmentschools/info-nings/School_registration/Documents/2017%20Standards.pdf)*

*Govt Mandatory Reporting - <https://mandatoryreporting.dcp.wa.gov.au/Pages/Home.aspx>*

*Risk Management Policy*

*Critical Emergency Policy*

*Occupational Safety and Health Policy*

*Complaints and Disputes Policy*

*Staff Lifestyle Clause*