



Code of Conduct

This Code sets out the standards for the way we conduct ourselves at Ivanhoe Girls' Grammar School. It provides a practical set of guiding principles to help you make decisions in your day to day work, whatever role you fulfil. The Code is supported by the School's policies and procedures which can be found on *hive*.

Who does this Code apply to?

All Board Members, staff, contractors and volunteers (including parents).

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

When does this Code apply?

Whenever you would be reasonably expected to be identified as a member of the Ivanhoe Girls' community. This may include occasions outside working hours and off-campus, including online activities.

What happens if I breach this Code?

Failure to comply with the principles of this Code will be considered a serious breach, will be investigated and may result in disciplinary action.

What if I am not sure?

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

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

Core Principles of the Code

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

- Perform your duties competently and responsibly in a manner that supports the highest quality of education to students, recognising that you are accountable for the decisions you make and the actions you take;
- Use all of the School's systems and equipment appropriately and observe the acceptable and appropriate use of all electronic and digital devices;
- Dress appropriately and in a professional manner that demonstrates respect for others and models appropriate standards for students;

- Conduct yourself as an appropriate role model for students and maintain high standards of personal conduct at all times.

We highly value child safety and have zero tolerance for child abuse¹

- Support the safety, participation, wellbeing and empowerment of children/students and uphold the School's commitment to the highest standards of child safety at all times;
- Take all practicable steps to protect children/students from abuse:
 - the adult/child relationship should be professional at all times;
 - an adult's response to a child's behaviour or circumstance should be commensurate with the child's age and vulnerability and the adult's responsibility for the care, safety and welfare of the child;
 - an adult should not be alone with a child unless there is line of sight to other adults;
 - an adult should not initiate or seek physical contact or contact with children outside school.
- Listen and respond to the concerns of children, either for themselves and/or others;
- Promote the cultural safety, participation and empowerment of all children, particularly Aboriginal or Torres Strait Islander children, children with a disability and children with racial, ethnic, linguistic and gender diverse backgrounds;
- Report any child safety concerns to the Principal or other appropriate staff member and ensure that any suspected, alleged or actual child abuse is reported to the authorities (police, Department of Human Services) in accordance with the School's Mandatory Reporting and Reporting of Sexual Abuse policies. Please remember that it is your responsibility to report to the authorities and that the School will support you in that process, but it is not sufficient to report the matter to the Principal.

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

- Treat all people you deal with through the School with dignity and respect;
- Do not unlawfully harass, bully, victimise or discriminate against any person (adult or student) on the basis of personal attributes including aboriginality, ethnicity, disability, age, gender, race, religion, political affiliation, marital status or sexual preference;
- Never tolerate behaviour that a reasonable person would consider offensive, intimidating, humiliating, aggressive, threatening or abusive;
- Promote a safe working environment by taking responsibility for health and safety and reporting any issues, incidents, injury or property damage as soon as possible;
- Never treat anyone unfavourably because they have brought a genuine complaint of improper behaviour
- Acknowledge and respect the authority of the School's Board and Principal.

We avoid and manage conflicts of interest

- Be aware of potential, perceived or actual conflicts of interest and disclose them immediately to the Principal or Director of Corporate Services;
- Never accept any gift, reward or entertainment if it could create an obligation or expectation, or could be perceived to create an obligation or expectation, that would be in conflict with your role at Ivanhoe Girls';
- Maintain an arm's length relationship when dealing with suppliers and appropriate professional distance when dealing with students and parents.

¹ **child abuse** includes:

- a) any act committed against a child involving –
 - i. a sexual offence; or
 - ii. an offence under section 49B(2) of the *Crimes Act 1958* (grooming); and
- b) the infliction, on a child, of –
 - i. physical violence; or
 - ii. serious emotional or psychological harm; and
- c) serious neglect of a child.

We respect and maintain confidentiality and privacy

- Do not share private or confidential information held by the School, either online or otherwise, to other staff or members of the School community unless it is legitimately required for them to undertake their role;
- Collect, use, maintain and destroy information, particularly personal or sensitive information, in accordance with legislation and applicable School policies;
- Never disclose any information about Ivanhoe Girls' that is not already public knowledge without the appropriate authority to do so.

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

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