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## Staff Code of Conduct

The code places an obligation on everyone to take responsibility for their own conduct and their professional codes of conduct if applicable, and to work with colleagues cooperatively to maintain a harmonious, consultative, and collaborative workplace.

### Definition

For the purposes of this Code of Conduct, the word staff refers to all employees, and other professionals employed by the school. It also applies to directors and all other volunteers at Fernbrook School.

### Expectations of staff

#### **Staff are expected to:**

- be familiar with and adhere to the school's Child Safety Policy and Child Safety Code of Conduct at all times
- be familiar with and understand all policies and procedures. If a staff member is uncertain about the content of any policy with which they are expected to comply, they should seek clarification from their direct supervisor. If further clarification is required after contacting their direct supervisor, the staff member should contact the school board.
- ensure their professional conduct is consistent with the school's values and philosophy and does not damage the intent or reputation of the school
- work at building positive, appropriate working relationships with children and their families
- behave honestly and in good faith in fulfilling their duties
- perform their duties in a professional, competent, and conscientious manner
- be accountable for their performance, while seeking suitable opportunities to improve their knowledge and skills,

- be collaborative, courteous, and responsive in dealing with colleagues, directors, students, parents, and members of the public
- deal with issues that have been raised by students and/or parents in a courteous, caring, thorough, and timely manner
- follow reasonable instructions given by their direct supervisor
- conduct themselves in a respectful and courteous manner
- be a role model for appropriate behaviour.

## **Victorian Institute of Teaching (VIT)**

**Staff who are VIT registered are expected to demonstrate the VIT Code of Ethics as follows:**

### **Demonstrate integrity by:**

- acting in the best interest of learners
- maintaining a professional relationship with learners, parents / carers, colleagues, and the community
- behaving in ways that respect and advance the profession.

### **Demonstrate respect by:**

- acting with care and compassion
- treating learners fairly and impartially
- holding their colleagues in high regard
- acknowledging parents and carers as partners in the education of their children.

### **Demonstrate responsibility by:**

- providing quality teaching
- maintaining and developing their professional practice
- working cooperatively with colleagues in the best interest of learners

**Staff who are VIT registered are expected to comply with the VIT Code of Conduct. A condensed version is outlined here, the full code can be found on the VIT website.**

### **Professional Conduct**

Teachers' professional conduct is characterised by the quality of the relationships they have with their learners, the parents/carers/families of their learners, their communities, and their colleagues.

- Teachers provide opportunities for all learners to learn
- Teachers treat their learners with courtesy and dignity, and promote participation and empowerment
- Teachers work within the limits of their professional expertise
- Teachers maintain objectivity in their relationships with learners
- Teachers are always in a professional relationship with their learners, whether at the education setting where they teach or not

- Teachers maintain a professional relationship with parents/carers
- Teachers work in collaborative relationships with learners' families and communities
- Collegiality is an integral part of the work of teachers

### Personal Conduct

Teachers reflect community expectations in their personal conduct by

- being positive role models in education settings, in the community and online
- respecting and complying with the law
- not exploiting their position for an inappropriate personal or financial benefit
- ensuring their personal or financial interests do not interfere with the performance of their duties
- acting with discretion and maintaining confidentiality in all communications concerning their professional teaching responsibilities
- being aware of the potentially serious impact that any demonstration of intolerance or prejudice could have on the safety and wellbeing of children, their standing as a teacher or the profession as a whole

### Professional Competence

Teachers are cognisant of their legal and professional requirements and value their professionalism. They set and maintain high standards of professional competence.

- Teachers value their professionalism, and set and maintain high standards of competence
- Teachers are aware of, and comply with, the legal requirements that pertain to their profession

### I agree to adhere to this Code of Conduct:

Name:	
Signature:	
Date:	

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