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< Our Assurance System

Introduction From Principal >

Code Of Professional Conduct

All employees of the Red Bend Catholic College are expected to observe the highest standards of ethical behaviour and integrity in their conduct. The Red Bend Catholic College's Code of Professional Conduct sets out our key values and how they should be applied within our workplace and in our dealings with those outside our College. The Red Bend Catholic College's Code of Professional Conduct applies to all directors, officers and employees of Red Bend Catholic College.

This Code of Professional Conduct has been prepared having regard to the Australian Standard 8002-2003 'Organisational Code of Conduct'. It is an important management tool which can positively shape our culture.

Introduction From Principal

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Our sharing of the Marist Mission means that we all promote best possible practice within our ministries with young people. Consequently our focus and reference points in any situation, including times of disagreement and conflict, must be the welfare and interests of the young people we serve.

"His motto ... became: 'All to Jesus through Mary, and all to Mary for Jesus'. This saying reveals the spirit which guided St Marcellin Champagnat and was his rule of conduct throughout his life."

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Introduction From Principal

Red Bend Catholic College will only succeed in achieving our objectives where we have the respect of our stakeholders (including our students, parents and colleagues) and the communities in which we operate. Our reputation is dependent on a culture where every one of us acts with the highest level of integrity and honesty, and takes responsibility for their actions. Our Executive is committed to ensuring our College operates with the highest level of integrity and expects all employees to do likewise.

Red Bend Catholic College's Code of Professional Conduct sets out the ethical behaviour expected of us. It will assist every employee in solving ethical dilemmas they may face in their working environment.

Commitment to an ethical culture within our College involves us capturing opportunities to increase the awareness of the Red Bend Catholic College's Code of Professional Conduct and making it part of our daily business decisions and actions. It is up to all of us to ensure the Code of Professional Conduct becomes part of the operational fabric of our College. Successfully implemented, this Code of Professional Conduct will result in:

(a) More effective compliance with relevant laws;

(b) More effective management; and

(c) Maintenance of the integrity and reputation of Red Bend Catholic College.

The College Code of Professional Conduct outlines our key values and our expectations of you in our workplace environment. We expect every person within our College to uphold the key values and expectations of this Code of Professional Conduct when acting on behalf of, or representing Red Bend Catholic College.

Yours Sincerely,

Br Michael Flanagan

Red Bend Catholic College Principal

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< Introduction From Principal

General Principles >

Background

The social teaching of the Catholic Church is based on the Gospel of Jesus Christ; all members of staff in Catholic schools work and minister in the name of the Church.

The Staff of Red Bend Catholic College undertake to support and adhere to the Catholic ethos, and the particular Marist ethos of the College, and they are expected to promote and support the shared vision and mission.

The core values of the College will be reflected in our work. Staff will avoid by word or action any influence upon students that is contrary to the teachings and values expressed by the Catholic Church in whose name we act.

This Code of Professional Conduct (hereafter this Code) is the code of professional conduct of Red Bend Catholic College (hereafter the College).

This Code is both reflective and practical, outlining the values and responsibilities that underpin our Catholic and Marist identity through the guidelines that follow.

This Code creates obligations and responsibilities on all full time, casual and relief staff, boarding, residential and administration staff, volunteers, coaches, itinerants and contractors (hereafter Staff).

This Code:
• articulates the responsibilities for Staff in carrying out their duty of care, ensuring the safety and well-being of every student in all College activities involving the College and its students;

• supports and affirms Staff as they conduct themselves with the highest standard of professional and ethical behaviour;

• recognises that Staff undertake these responsibilities within the framework of the law and under lawful instruction from the College, complying with legislative and industrial requirements and within the policies and procedures of the College and the Marist Province;

• provides clear guidelines for Staff, valuing the worth and dignity of individuals, in creating an environment where Staff and students feel safe and secure;

• seeks to foster an environment of trust, ensuring that rights and responsibilities are recognised and respected;

• provides a framework for reflection on current and ongoing practices;

• complements the College Mentoring Program for new Staff, in particular for beginning teachers, in prescribing professional practices that will enhance the educational and social experiences of the College community.

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< Background

Obligations and Responsibilities of staff >

General Principles

The well-being of the children and young people in our care is our ultimate reference point in following this Code and we all share that responsibility.
We acknowledge our legal obligations to the students placed in our care. We ensure we act at all times in their best interest.
We value our profession and its integrity. We value each other and our College.

This Code applies to all Staff.

These standards apply to ALL College based activities, regardless of whether such activities take place at or away from the College precincts.

This Code is not restricted to normal school hours. The obligations and responsibilities in this Code extend to all College related activities or College related functions, irrespective of either the time or location at which these activities or functions occur.

A 'College related activity' is any activity connected to the College (e.g. College sporting events, excursions).

A 'College related function' is any function that is connected to the College (e.g. Christmas parties, training conferences).

- Act with care and diligence in fulfilling the requirements of their job
- Act in a professional and respectful manner
- Act in accordance with our values
- Not engage in any behaviour which involves harassing, bullying or discriminating against another person
- Provide a role model for students
- Promote the safety, welfare and well-being of students, their families and other employees
- Deliver high quality services to students
- Take responsibility for and support official decisions
- Maintain standards in personal appearance and hygiene
- Comply with the letter and spirit of the law
- Maintain strict observance of College policies, rules and procedures including the reporting of improper or unethical behaviours (including any breach of this Code)
- Declare conflicts of interest and not let business dealings on behalf of the College be influenced, or appear to be influenced, by personal or family interests
- Respect school ownership of all College equipment, supplies, books, records and proprietary information, including manuals and any other material
- Not accept outside employment unless approved by the Principal.
- Not use information or authority derived from employment with the College for personal gain
- Preserve confidential College information including personal information of students, parents and other key stakeholders, plans and decisions, information about employees and any other information that is not public knowledge. Confidential information must not be used for personal benefit and must only be used in the ordinary course of business
- Report to management any possible violation of any law or regulations.

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Obligations and Responsibilities of Staff

All Staff will complete all Child Protection and employment related documentation as required by the College and relevant Child Protection Legislation.

All staff will undergo relevant employment screening procedures.

It is expected that all Staff will be familiar with the College's policies, in particular the policies on Child Protection, ICT, WHS, Mandatory Reporting and Bullying and Harassment, and will adhere to the respective guidelines in these policies.

Staff will model professional and healthy relationships, treating colleagues, students and others within their work environment in an ethical manner with respect and dignity.

Staff will be actively involved in co-curricular activities in a substantial way.

Staff will be reflective and committed to their own professional learning by:

- seeking feedback;
- undertaking ongoing learning and training;
- engaging in professional reading to develop and maintain professional competence;
- being responsive to current educational and pastoral initiatives; and
- participating in review processes.

Staff will demonstrate professional competence and will comply with the lawful directions and reasonable instruction of the Principal or his/her delegate and adhere to all reporting and administrative guidelines.

Teaching and professional members of staff will not engage in any other remunerated work or business or take part in any political or public activity in their role as a staff member without the prior written consent of the Principal, such consent not to be unreasonably withheld, and further, shall exercise proper discretion in all matters which involve public writing or speaking.

The intellectual property of the College and its faculties must be respected at all times. It would be deemed unacceptable conduct for a teacher to share College academic resources with third parties (including other schools or students who they tutor in their own time), without the express permission of the Principal.
Examples of such resources include, but are not limited to, exam papers, revision sets, faculty policies, academic programs and scope and sequences.

Staff must perform their duties to the best of their ability and be accountable for performance.

Staff must be mindful of their duty for the safety of themselves and others, including notably students.

Staff must report inappropriate behaviour as elsewhere described in this Policy to the Principal or delegate.

Staff must refrain from inappropriate behaviour as elsewhere described in this Policy.

Staff must refrain from making complaints about students or other staff members which complaints are malicious or frivolous or vexatious.

Staff must sign the College declaration that they have read and accepted the listed College policies.

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< Obligations and Responsibilities of staff

Working Together >

Our Core Values

The College is a Catholic learning community which reflects the Gospel of Jesus Christ. It is founded in the Marist tradition of St Marcellin Champagnat. Core values derive from our understanding of the Gospels and Marist characteristics as proclaimed by Jesus Christ and modelled by St Marcellin Champagnat.

As adherents to the Marist ethos in the name of St Marcellin Champagnat, we come together in mission in the Church and in the world. We have a shared mission and are "one people, one spirit with many gifts".

"We are united around a common set of life-giving values that are fundamental to our vision: respect for the dignity of each human person, honesty, justice, solidarity, peace and a sense of the Transcendent. Together we give the best of ourselves to provide the young people in our care with the means of achieving their full potential in life, including their growing faith and their responsible participation in society."

Whether we serve in a school or another setting with young people, the way we undertake our work is characterised by a distinctive Marist style: "a simple presence among the young, an unpretentious approach to all whom we meet, a spirit of family, a love of work, and all done in the manner of Mary."

Consequently, inspired by the one spirit of God and the distinctive Marist style, we seek to create in our ministries an environment in which everyone feels respected and co-responsible. We treat people with dignity, offering support and encouragement. During times of tension that can arise in our ministries, we seek to seize such opportunity for growing in our sensitivity to one another through open dialogue. We are all challenged, whether employers or employees, to let ourselves: "be guided both by the principles of fairness, justice and transparency, and by commitment to our mission ... Expressing our mutual forgiveness from time to time helps us keep our mission life-giving for ourselves and for those we serve."

Finally, it is important that we work together, in partnership, for the success of our work so as to foster our growth in Marist identity and to ensure our ongoing formation in pedagogy, education, spirituality, the evangelisation of youth, justice and solidarity, so we are "one people, one spirit with many gifts."

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Working Together

The College aspires to support our community and the environment. Our goal is to provide lasting social, environmental and economic benefits to society. We strive towards the implementation and maintenance of management systems for sustainable development that drive continual improvement.

The Red Bend Catholic College's key commitments to our community and the environment include:

- We act as professional people at all times, respecting boundaries, accepting responsibility for our own behaviour, work and development and supporting and encouraging others.

Relationships with students

Overarching philosophy

- Staff will treat all students with dignity and respect, offering support and encouragement. Staff will challenge inappropriate conduct.
- It is expected that staff will be caring and compassionate and take an interest in their students, setting appropriate boundaries within their relationships.
- The College seeks to provide a warm and secure learning environment where students develop self-esteem and confidence, and are caring, respectful and tolerant of others. The College is committed to providing all staff and students with a working and learning environment free from all forms of harassment and bullying, including physical, verbal, social, emotional and sexual.
- Staff must be aware that their interactions with students are based on trust. They must always treat students with respect and without favoritism. There is no place for threats, sarcasm, excessive criticism, scapegoating, derogatory remarks, offensive comments, bullying, harassment or inappropriate familiarity which may result in emotional distress to a student.

Proscription of assault, abuse and corporal punishment

There is no place for assault or verbal abuse. This includes physical assault, corporal punishment, threat of assault, or personal rejection. Assault involves the following three factors:
an act committed on or towards another;
the use of force or an apprehension that force will be used;
the act is intentional or reckless.

Staff member to avoid being isolated with a single student

- Staff should, wherever possible, avoid situations where they are alone in an enclosed space with a student. Where a staff member is left with the responsibility for a single student he/she should ensure this is in an open space, in view of others, and with an open door. Where this is not possible or practical and there is cause for concern, this should be discussed with the Deputy-Principal as soon as possible.

Social relations between staff and students

- Social relations between staff and students outside the College can give rise to problems. Staff must be alert to the risk involved in social relations with students and be conscious that their position places extra obligations on them. The Principal should be made aware of social contact between staff and students, if there is a cause for concern. Staff should not visit students socially in their homes. Students should clearly understand they should not visit staff members in their homes.
- (This may require modification where family friendships exist between members of a staff member's family and a student's family, or between two students, one of whom is the son or daughter of a staff member)

Tutoring or coaching of students by staff

- Staff will not engage in tutoring or coaching students from the College for monetary return.
- Any voluntary staff tutoring or coaching should be supervised and take place on College premises with the approval of the Principal.

Teachers to exercise caution with respect to physical contact with students

- When physical contact with a student is a necessary part of the teaching/ learning experience, staff must exercise caution to ensure the contact is appropriate and acceptable. Any intimation of student discomfort must be passed on to the Principal.

Staff responsibilities with reportable conduct events

- Staff must notify the Principal or Deputy Principal immediately should they suspect a situation involving any form of reportable conduct or concern of risk of harm to students. Staff must also be aware of mandatory reporting requirements as determined by College policies and legislative requirements. It is not the responsibility of staff to investigate allegations or suspicions of a child protection nature; staff responsibility is to report only as above.

Protocols relating to students with a disability/ special needs

- With respect to students with a disability, the management of any special physical or personal need must be done in consultation with Learning Support and the College Nurse. Staff are to be aware of students with disabilities and are required to make themselves familiar with the particular needs of such students with whom they may have immediate responsibility and respond in a professional manner to their particular needs.
- Assessment of a student who is injured or ill may necessitate physical contact. Staff should always advise the student of what they intend doing and seek his/ her permission where possible or appropriate.

Protocols regarding gifts and benefits offered to Staff

- Staff may be offered a gift or benefit from a student, or family/ friend of a student. Always consider the value and purpose of a proposed gift or benefit.
- A gift or benefit that is more than a normal value (say $50):
- Must not become personal property; such a gift or benefit must either be politely returned, or acknowledged on the basis that it is accepted on behalf of the College; and
- The staff member should duly advise their Principal and if the gift or benefit is more than the above nominated value transfer the gift or benefit to the College.
- If the gift or benefit is not more than the above nominated value, and it is the normal custom of the College to accept such a gift, the staff member may accept the gift.

Proscription on sexual and other misconduct

- No member of staff should, under any circumstance:
- (a) engage in intimate and/or sexual relationships with a student;
- (b) engage in any conduct of a sexual nature with a student – this includes the use of sexual language, suggestive comments, sexual jokes, innuendo, swearing, favouritism, inappropriate touching, testing boundaries, undressing in front of students, social networking, sharing personal information and inappropriate electronic communication. It is irrelevant whether the relationship is heterosexual or homosexual, consensual or non-consensual or condoned by parents or caregivers. The age of the students or staff involved is also irrelevant;
- (c) Staff shall not develop a relationship with any student that is, or could be misinterpreted as having a personal rather than a professional interest in a student;
- (d) Staff shall refrain from being involved in any activity (other than as permitted by the College for authorized educational purposes) which is or could be associated or connected to the College and which involves:
- • Sexually related or pornographic messages or materials;
- • Violent or hate related messages or materials;
- • Racist or other offensive materials aimed at a particular group or individual;
- • Malicious, libelous or slanderous messages or materials; and/ or
- • Subversive or similar messages or materials related to illegal activities.
- Should any student engage, or attempt to engage, in inappropriate behaviour of a sexual nature with a staff member, then immediate steps must be taken to discourage the student and the matter must be immediately reported to the Principal.

Supervision of Students

- It is the responsibility of each staff member to develop effective, consistent and appropriate management strategies in day-to-day interactions with students as a preventative system of behaviour management. These strategies should include a clear, consistent and sequential method of dealing with inappropriate behaviours and should be developed in accordance with the College Discipline, Promoting the Peace Policy (Bullying and Harassment policy). It is the responsibility of each staff member to be familiar with current policies relating to contact with children.
- All staff must be aware that corporal punishment is prohibited.
- To fulfil the requirements of their duty of care, staff may be required in special circumstances to use reasonable physical coercion to restrain a student from harming themselves or others.
- Staff are responsible for the supervision and management of students in their care, as well as consistently exercising their duty of care to all students.
- When assigned supervision duty, teaching staff should be punctual, actively supervise their designated area, be vigilant and constantly mobile.
- Staff should remain on supervision until a replacement supervisor arrives.
- Staff should be alert to bullying or any form of harassment, including sexual harassment, and act on and report any incidents in accordance with the applicable College policies.
- Ill or injured students should be attended to by supervising staff. Contact should be made with the college Health Centre in the first instance. If in doubt or in an emergency case, an ambulance should be called immediately. Other appropriate actions may need to be taken while on camps or on excursions.
- All accident or near miss reporting procedures must be followed by staff.
- Staff will be familiar with, and adhere to, the College's WHS Policy, Evacuation Plan and Emergency Lockdown Policy and Procedures.

Communication

- Staff should present in a courteous professional manner to students, parents, visitors and other staff members. Staff are expected to be united and supportive, including when in the public eye, and to work collaboratively with colleagues.
- All matters discussed in staff meetings and staff correspondence are to be treated confidentially and not discussed with students, parents or those who do not need to know. Sensitive matters discussed in staff communications must be treated as confidential and should not be discussed outside the appropriate internal forums.
- Email and other electronic communication between staff will always be respectful and professional, and should not include copying email to other parties unless it is necessary or appropriate.
- Internal College documents and emails must not be transmitted or given to others outside the College without the relevant permission.
- The media must not be given access to students or allowed entry into the College without the express permission of the Principal. The Principal is the only person authorised to speak with the media unless another member of staff is given approval to do so by and on behalf of the Principal.
- Staff will respond to parent queries in a timely and professional manner. Usually this is within two business days.
- Staff should be aware of and adhere to the College's Privacy Policy and ensure a right to privacy for all members of the College community.

Safe and Secure Environment – Policy regarding alcohol and illicit drugs and prescribed medication

- Staff must always treat students in a consistent manner by not showing special favours to a student or by allowing a student to ignore the rules (except where this has been clearly articulated and approved).
- Staff must do everything within reason to ensure that alcohol, tobacco or prohibited substances are not brought to the College, or to College functions, camps or excursions, or consumed by students on the College's premises or at College functions, camps or excursions.
- Staff must neither supply nor condone the use of alcohol, tobacco or illicit drugs to students.
- Consumption of alcohol by staff at the College, or while at College functions, should be in accordance with College practice. Staff are not to be under the influence of alcohol or other substances whilst undertaking their duties or exercising duty of care.
- All teaching, support, supervisory and management staff at the College are legally bound to make mandatory notification of any current concerns about risk of harm to a child or young person (refer to the Child Protection Policy).
- A staff member with a concern about a student's safety, well-being and/or welfare must discuss this directly and promptly with the Principal.
- It is important to remember that staff at the College are not to investigate disclosures, nor is it within their role to decide if the disclosure is truthful. Disclosures will be investigated through the appropriate channels.
- Staff should never drive a student in their car unless they have specific permission from their supervisor/line manager and/or the Principal to do so. In the event of an emergency staff should exercise discretion but then report the matter to their supervisor/line manager.
- While at the College no medication is to be given to students by teaching staff. The Health Centre has authority to administer medication at the request of parents. Other arrangements will be made while students are on camps or on excursions.

Pastoral Care

- As part of their normal pastoral care role, it is entirely appropriate for members of the teaching and professional staff to engage in discussion with students. However, such staff should be cautious of making personal comments about a student or discussing matters of a sexual, sensitive or private nature.
- Staff must , except in special circumstances refrain from:
- making personal comments about a student;
- asking questions that probe a student's sexuality or personal relationships.
- Staff must not discuss with students:
- matters of a sexual nature relating to themselves; and/ or
- personal details of lifestyle of self or others.

Standards: Staff Dress and References

- The College is a Catholic school community and as such we have a responsibility to present ourselves to our College community in accordance with the mission and Catholic ethos of the College. We are role models, and consequently behaviour, appearance and dress should support and reflect this vision.
- The standard of attire must be commensurate with that required of the students. Staff are therefore required to dress in a manner appropriate to the local climate and custom, and appropriate to their professional standing, as directed by the Principal. The College dress code applies to all staff.
- The general principles which govern and frame the dress guidelines, subject to local custom and climate, are:
- Staff must wear safe, appropriate and modest clothing which is in keeping with the nature of their duties within their working environment. Particular attention is needed in areas where the WHS Act requires that clothing and footwear comply with specific standards (e.g. Agriculture, Primary Industries, Physical Education/ Sport, Science, Visual Arts, Outdoor and Maintenance Staff etc.)
- Clothing should be professional and smart:
- (a) for male staff – business trousers, business shirt and tie
- (b) for female staff – a dress, skirt or pants of appropriate length with shirt or modest top. Exposed midriffs, cleavage, very short skirts, spaghetti straps and visible underwear are deemed inappropriate.
- Formal occasions such as Parent/Student/Teacher meetings, assemblies where the staff member is required to be on stage and other similar occasions, require men to wear suits or coat with normal attire, and women to wear a more formal example of the dress code noted.
- Footwear should be professional and sufficiently cover the feet. Sneakers, joggers and thongs are not acceptable. Closed shoes are required for faculties where WHS requirements are specified.
- Denim jeans, tracksuits, hoodies etc. are not appropriate on regular school days.
- A high standard of personal grooming is expected at all times.
- No excessive piercings and no body art to be on view.
- The College name badge is required to be worn for identification and security reasons.
- The dress code for staff days or student-free staff days is smart casual, commensurate with the College dress guidelines.
- On activity or sport days staff are to wear appropriate sports clothes. This should be the school polo shirt.
- For camps, retreats and excursions, Staff are expected to wear appropriate clothing for the activities being undertaken.
- The College recognises that there will be groups of staff for whom there are 'special circumstances' which need to be addressed separately. Such groups include, but may not be limited to, the following:
- • PDHPE staff and other staff who take sport
- • Agricultural staff
- • Laboratory assistants
- • TAS staff
- • Grounds and maintenance staff
- • Laundry staff
- • Nurses
- • Other specialist teaching staff
- • Boarding staff
- The overriding expectation is that clothing will conform to what is deemed appropriate professional attire and communicate a professional attitude to those whom we seek to serve. It should not be interpreted as an attempt to intrude upon the sensitive issue of personal taste.
- These guidelines will be reviewed periodically. If there is any concern about acceptable professional attire for work this should be addressed to the College Executive.

Personal References

From time to time, staff members are approached by students, ex-students or former members of staff and asked to provide a reference. Obviously, any member of staff is free at any time to provide a personal reference; however, it must not be written on the College's letterhead or conveyed in any way that it is the opinion of the College. If the reference is to go out on College letterhead or you wish to make reference to the College, the draft must be cleared with the Principal.
Any personal reference should be completed honestly and based on information that can be verified.

Information, Communication and Technology

- Staff must interact with students in a manner that does not compromise our professional integrity.
- Therefore, if staff have a social networking site, they should not have current students as "friends", nor should they communicate with students via the site. This includes 'gaming' sites.
- Social interactions of a personal nature between staff and students outside of the College and College related activities can be problematic and would require extreme levels of personal and professional discretion.
- Staff should not make telephone calls, or send emails or SMS (text) messages of a personal nature to students.
- Staff members who communicate with students electronically must abide by the terms of the College's ICT Policies. Transmission of messages or files which are sexually explicit or offensive is prohibited. Staff members are expected to be aware of, and keep within, the established lines of communication within the College.
- Staff should maintain the integrity and security of all official information and/or documents for which they are responsible or to which they have access. Particular care must be taken with staff records as well as information and/or documents dealing with student welfare or student performance.
- All staff must ensure that premises are secure and that suitable arrangements are in place to maintain security of confidential and sensitive documents.

Staff with children enrolled in the college

- In following these simple guidelines we seek to remove areas of potential conflict and compromise for staff, their children and the College.
- Staff members have a special responsibility to ensure they maintain the highest levels of confidentiality towards information they are privy to as employees about other students, families, their colleagues and the operations of the College.
- The College undertakes the following for staff who are also parents:
- (a) absolute confidentiality in relation to their children and themselves as employees;
- (b) sensitivity towards staff and their children in relation to matters that may arise; establishment of appropriate lines of home/ school communication; and consultation with staff wherever necessary to avoid potentially conflicting situations such as class placements/ teaching one's own child or children.
- (c) Ensures that staff who are parents do not have, or expect to have, unrealistic or unduly influential, access to staff and decisions relating to their children.
- The College expects that staff who are also parents, will observe the following:
- (a) absolute confidentiality in relation to all College matters and personnel;
- (b) the children of staff are not to be in staff offices or staff rooms unsupervised; and
- (c) that staff computers are not to be used by their children either at home or at the College.

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Sundry Issues

Summary of Standards expected of Staff

We expect everyone working in our Marist ministry to undertake to abide by the standards appropriate to such a ministry and to put them into practice; as well, to practise mutual support, respect, sharing and encouragement towards all in our College. In this we behave with openness and integrity.

Applicability and interpretation of this Code.

If there is any conflict between this Code and applicable legislation, the legislation will prevail. If an employee is in doubt about the interpretation of this code then the matter should be discussed with the Principal. If this matter cannot be clarified at a local level, the matter may be referred by the Principal to the Marist Ministries Professional Standards Committee or the Catholic Commission for Employment Relations for further advice.

Breach of this Code

In the interests of due process any breach of this Code should be brought to the attention of the Principal or delegate, where it will be considered on its merits with due consideration of all the facts and in accordance with natural justice.
In those instances in which the Principal considers the breach is significant, the College will consider instituting a Disciplinary Procedure consistent with College policy against the member of staff involved.

Outcomes for breach of this Code can include management or remedial action, or disciplinary action ranging from a caution and reprimand to dismissal.
When outcomes for breach are being considered by the Principal or delegate, the matters taken into account will include the:

- seriousness of the breach;
- likelihood of the breach occurring again;
- risk which the breach held for students, Staff and others;
- prior record of the accused staff member; and
- remorse and contrition of the accused staff member.

Risk Management

All staff should be aware of risks that arise in the College and take steps to minimize and/or eliminate those risks. Staff also need to appreciate that the College, in exercising its duty of care for students and staff, may on occasions, require staff to conduct a risk assessment, having regard to the welfare of all.

The responsibilities of the College

To support staff towards the achievement of agreed educational goals, the College commits to:
- creating an environment in which structures and systems facilitate harmonious interpersonal relationships;
- encouraging staff towards shared leadership and decision-making;
- providing pastoral care for staff and students;
- modelling fair and just practices in all employer/employee relationships;
- recognising the rights of individuals with regard to the maintenance of confidentiality;
- being consultative;
- providing a safe and secure work environment;
- providing opportunities for professional learning;
- fulfilling legal requirements; and
- recognising the need for staff to balance professional and personal responsibilities.

Review of this Code

This Code aims to be current and relevant in supporting staff in the proper performance of their professional duties. As such it needs to take account of new concerns about ethical issues and changed or changing circumstances that may arise. To this end, the Principal welcomes recommendations for future reviews of this Code.