



Rationale:

- The Code of Conduct clarifies what is already common practice within the teaching profession. It has been developed to ensure staff understand the expectations of the School.
- The Teaching Staff Code of Conduct at Hoa Nghiem Primary School (HNPS) is aligned to the Victorian Institute of Teaching (VIT) Code of Conduct and Child Safe Code of Conduct.

Aims

- To achieve and maintain the highest standards of integrity in all School practices.
- To guide staff in their everyday conduct and develop positive practices and staff relationships.
- To ensure staff adhere to the values of the School
- To promote a professional accountability to the wider community in order to improve marketability.
- To comply with all legal requirements.

Implementation:

- Staff is informed of the Code of Conduct during the Induction Program and be reviewed with staff each year.
- Ensure compliance with and meet all requirements of the VIT
- Staff to positively promote the School and the role it plays in the community.
- Staff to behave in a professional manner in regards to: dress, language, attendance, punctuality, organisation and preparation (*see Staff Handbook*).
- Staff to conduct themselves as a role model of good behavior to students, apply the Buddhist values and principles that underpin HNPS in day to day practice at school, including engaging- where appropriate- in cultural and religious observances.
- Staff to commit to performance and development, as well as professional development experiences, that are consistent with the school's overarching strategic and implementation plans.
- Staff not to engage in unnecessary physical contact or overly personal discussions with any child. If in doubt, seek advice from the Child Safety Officer (CSO).
- Staff to adhere to all School Policies and legal obligations.
- Staff to respect the rights of all members of the School community. Discrimination and harassment will not be tolerated.
- Decisions affecting the School to be made fairly and without bias.
- Staff to be socially, ethically, morally and environmentally responsible at all times.
- Issues related to staff behaviour to be reported to the Principal.
- Staff must not be paid to tutor students from HNPS.
- As a duty of care, staff must be punctual, vigilant and observant at all times.
- Staff must be visible to others if in a room on their own with a student
- Staff are not to transport students in their car without permission from the Principal and written permission from a parent.
- No home visits are to be made to a student regarding school issues without written permission from the Principal and a parent of the student.
- Staff to support students' emotional needs and development, including maintaining an appropriate level of confidentiality.
- Staff are legally obliged to maintain confidentiality and protect the privacy of students, staff and community members.

☐ I have read and agree to follow the rules outlined in this Code of conduct.

Name: _____ Signature: _____ Date: _____

This policy will be communicated to staff, parents, students and the wider community through one or more of the following channels: newsletter, assemblies, staff/student handbook, School website, staff meetings and information sessions.

This policy will be reviewed as part of the School's 2 year review cycle.

Approved by: School Board 6/12/2019 Updated 8/4/2020	Review date: December 2021	File Location: Drive\Public\A\Child Safe\Teaching Staff Code of Conduct.docx
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