

## Code of Conduct Policy

**This policy addresses issues in relation to:**

**Policies and Procedures for the proper governance of the School - 3.9.3.1  
(See also Policies on Anti-Bullying, Grievance Policy and Procedures, Work Health and Safety, Duty of Care, Excursions and Incursions, Medical Care, Anaphylaxis, Information Technology, Computer, Telephone and Equipment Code of Use and Social Networking, Communication Policy)**

### **INTENDED USE**

This Code of Conduct is intended to be made available to the School's staff at the commencement of their employment (e.g. preferably around induction and training) and it is to be available and/or provided to staff during the course of their employment or involvement with the School. The Code forms comprehensive directions to these employees or other workers as to the expected standard of behaviour. This Code is intended to apply to all employees and contractors and volunteers in their work with the School.

### **Code of Conduct**

The aim of this Code is to outline the standards of behaviour expected of all employees of the School.

This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of their work. Instead, it sets out general expectations of the standards of behaviour required.

The Code places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

This Code of Conduct applies to all employees of Al-Faisal College whether employed on a permanent, temporary or casual basis.

This Code is developed in accordance with the NSW Registered and Accredited Individual Non-government Schools Manual (February 2026), including section B8.2 - Schools must provide for student welfare. It is also informed by the Independent Schools NSW Staff Code of Conduct | Template for NSW Independent Schools (February 2026 update), the Independent Schools NSW Governance Resource Manual: School Registration Requirement B2 (March 2026), and the School's governance and compliance obligations under the Education Act 1990 (NSW), RANGS Online requirements, and other applicable laws and regulatory requirements.



## **Who has to comply with the Code of Conduct?**

By accepting employment with the School, employees must be aware of and comply with this Code. Therefore, employees must:

- (a) conduct themselves, both personally and professionally in a manner that upholds the ethos and reputation of the School;
- (b) comply with the School's policies and procedures;
- (c) act ethically and responsibly; and
- (d) be accountable for their actions and decisions.

## **Contractors and Volunteers**

Contractors, consultants and volunteers working with the School must be aware of this Code and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in this Code may result in the engagement of a contractor, consultant or volunteer being terminated.

If employees are engaging or managing external consultants, contractors or volunteers, it is their responsibility to make them aware of the School's expectations of conduct during the period of their engagement.

## **General**

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the School. The School reserves the right at its sole discretion to vary or cancel this Code at any time.

Nothing in this Code should be taken to limit the circumstances in respect of which the School may take disciplinary action in respect of an employee.

## **1. EXPECTATIONS OF EMPLOYEES**

Employees should be aware of the School's policies and procedures, particularly those that apply to their work. Many of these are available on the School website, [www.afc.nsw.edu.au](http://www.afc.nsw.edu.au); others may be made available to employees through induction and training and development programs.

If employees are uncertain about the scope or content of a policy with which employees must comply, they should seek clarification from their Executive Principal/Head of College.

Employees should also be familiar with the legislation under which they are employed as this may specify requirements with which employees need to comply.

Employees are expected to:

- (a) perform their duties to the best of their ability and be accountable for their performance;
- (b) follow reasonable instructions given by their coordinator or their delegate;



- (c) comply with lawful directions;
- (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 their colleagues, students, parents and members of the public;
- (g) work collaboratively with their colleagues;
- (h) ensure that their conduct, whether during or outside working hours, is consistent with the ethos of the School and does not damage the reputation of the School;
- (i) conduct themselves with the highest standards of professional and ethical behaviour. Employees must be aware of their primary responsibility for the safety and wellbeing of students and fellow staff;
- (j) Employees must comply with all applicable legislation, regulatory requirements and professional standards relevant to their role. Teachers must maintain accreditation with the NSW Education Standards Authority (NESA) and adhere to the Australian Professional Standards for Teachers;
- (k) Employees must comply with relevant legislation including the Education Act 1990 (NSW), Children and Young Persons (Care and Protection) Act 1998 (NSW), Child Protection (Working with Children) Act 2012 (NSW), Crimes Act 1900 (NSW), Anti-Discrimination Act 1977 (NSW), Work Health and Safety Act 2011 (NSW) and applicable privacy legislation; and
- (l) Employees must ensure that their conduct outside working hours does not damage the reputation of the School, undermine their professional responsibilities or compromise the safety and wellbeing of students.

## **2. BREACHES OF THE CODE OF CONDUCT**

Employees hold a position of trust and are accountable for their actions.

2.1 The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.

2.2 Employees should report possible breaches by colleagues to their coordinator or the Executive Principal/Head of College. If the possible breach is by the Executive Principal/Head of College then it should be reported to the Secretary of the School Board.

2.3 Factors the School may consider when deciding what action to take may include:

- (a) the seriousness of the breach;
- (b) the likelihood of the breach occurring again;
- (c) whether the employee has committed the breach more than once;
- (d) the risk the breach poses to employees, students or any others; and
- (e) whether the breach would be serious enough to warrant formal disciplinary action.



2.4 Actions that may be taken by the School in respect of a breach of the Code include management or remedial action, training or disciplinary action ranging from a warning to termination of employment. The School will reserve the right to determine in its entirety the response to any breach of this Code.

2.5 Employees subject to an allegation of misconduct or breach of this Code will be afforded procedural fairness. This includes the opportunity to be informed of the allegations, to respond to those allegations, and to have the matter considered impartially before any disciplinary decision is made.

The School will conduct investigations in a fair, transparent and proportionate manner consistent with its policies and applicable legal obligations.

2.6 Employees must cooperate fully with lawful investigations conducted by the School or regulatory authorities and must provide truthful and accurate information. Failure to cooperate or providing misleading information may constitute serious misconduct.

### **3. REQUIRED REPORTING**

Employees are required to report certain information to the School.

3.1 All employees are required to inform the Executive Principal/Head of College if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). Employees must also inform the Executive Principal/Head of College if employees become the subject of an Apprehended Violence Order.

3.2 If, through their employment with the School, employees become aware of a serious crime committed by another person, employees are required to report it to the Executive Principal/Head of College, who may be required to inform the police.

3.3 Employees must report to the Executive Principal/Head of College:

- (a) any concerns that employees may have about the safety, welfare and well-being of a child or young person;
- (b) any concerns employees may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
- (c) any concerns employees may have about any other employee, contractor or volunteer allegedly engaging in 'reportable conduct', or inappropriate professional conduct that employees have observed or that has been reported to them; and
- (d) if employees become 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'; and
- (e) if employees become the subject of 'reportable allegations' whether or not they relate to their employment in the School; and



- (f) if employees become subject to an interim bar or a bar by the Office of the Children’s Guardian, or if employees become a disqualified person from working or volunteering with children.

Employees should refer to the School's Child Protection Policy for further information about these obligations.

3.4 Please note that teachers and some other employees have mandatory reporting obligations under the Children and Young Persons (Care and Protection) Act 1998 (NSW) where they have reasonable grounds to suspect a child under the age of 16 years is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child. Employees should refer to the School's Child Protection Policy for further information about these obligations.

3.5 Employees, contractors and volunteers must not engage in hate speech. Any employee who becomes aware of conduct that may constitute hate speech, vilification, public incitement of hatred, or other serious misconduct contrary to this Code must report the matter promptly to the Executive Principal/Head of College. The School may investigate the matter, take disciplinary action where appropriate, and notify relevant authorities where required.

3.6 Employees who report misconduct, illegal conduct or serious breaches of policy in good faith will not be subject to retaliation or victimisation. Reports will be managed in accordance with the School’s grievance and whistleblower procedures.

#### **4. RESPECT FOR PEOPLE**

The School expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the School’s reputation. Therefore, all employees are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

4.1 Employees who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modelling effective leadership and respect in their interactions with students can have a profoundly positive influence on a student’s personal and social development.



4.2 Similarly, it is important for employees to treat their 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. Employees 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 behaviour.

4.3 Employees must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Their obligations in this regard, including the list of unlawful reasons, are set out in the School's Anti-Bullying Policy. Unlawful harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977 or federal discrimination legislation. Bullying may be a breach of their obligations under work health and safety legislation or their duty of care at common law.

4.4 Employees should ensure that they are aware of the School's Anti-Bullying Policy. If employees believe they are being unlawfully harassed or discriminated against or bullied:

- (a) where employees feel comfortable, they should ask the person to stop, or make it clear that the behaviour is offensive or unwelcome. It may be useful to speak with their coordinator or Faculty Head in the first instance to seek guidance on how to do this; and/or
- (b) raise the issue as a grievance in accordance with the School's Anti-Bullying Policy and Grievance Policy and Procedures as soon as possible after the incident(s) have occurred.

4.5 The School takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.

4.6 If employees lie about or exaggerate a complaint, the School will view this as a very serious matter, and employees may be disciplined or dismissed.

4.7 Employees must not engage in conduct that humiliates, intimidates, vilifies or discriminates against any person on the basis of protected attributes including race, religion, ethnicity, nationality, sex, gender identity, sexuality, disability or age. (Refer also to Section 16 – Hate Speech)

4.8 Employees, contractors and volunteers must not display, wear, promote or distribute symbols, insignia, flags, slogans, gestures or imagery associated with extremist ideology, hate groups or organisations that advocate violence, hatred or discrimination.

This prohibition applies within the workplace, during School activities, when interacting with members of the School community, and in digital environments where the conduct may reasonably be connected to the School or may impact the safety, wellbeing or reputation of the School community.



Any such conduct may constitute serious misconduct and may result in disciplinary action, including termination of employment or engagement.

4.9 To maintain the religious nature of the School and to respect the religious beliefs of the School community, the possession and consumption of food or products that are inconsistent with recognised religious dietary requirements are prohibited on School premises, including staffrooms, classrooms, and during School-sponsored off-site activities. This includes, but is not limited to, products prohibited under religious dietary laws, such as pork and pork-derived products.

## **5. DUTY OF CARE AND WORK HEALTH AND SAFETY**

Employees 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.

5.1 The duty encompasses a wide range of matters, including (but not limited to):

- The provision of adequate supervision
- Ensuring grounds, premises and equipment are safe for students' use
- Implementing strategies to prevent bullying from occurring in School, and
- Providing 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 School.
- Risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the students' maturity and ability.

5.2 Duty of care to students applies during all activities and functions conducted or arranged by the School. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

5.3 Employees should ensure that they are aware of the School's procedures relating to Duty of Care and Excursions and Incursions.

### **Work health and safety**

5.4 Employees also have a responsibility under work health and safety legislation to take care of their own health and safety at work. It is also their responsibility to ensure that their activities do not place at risk the health and safety of their co-workers, students or other persons that employees may come into contact with at work.

5.5 Considerations of safety relate to both physical and psychological wellbeing of individuals.

5.6 Employees should ensure that they are aware of and the School's Work Health & Safety Policy.



## **Supervision of students**

5.7 Employees should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.

5.8 Employees should be familiar with and comply with the School's evacuation procedures.

5.9 Students should not be left unsupervised either within or outside of class. Employees should be punctual to class and allocated supervision.

5.10 Employees should remain with students at after School activities until all students have been collected. In the event that a student is not collected employees should remain with the student until collected, or seek advice from their coordinator.

5.11 Playground supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. Employees should actively supervise their designated area, being vigilant and constantly moving around.

5.12 Employees should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member. Additional detail about student bullying is set out in the Anti-bullying Policy.

5.13 Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required employees should contact the School Nurse.

5.14 Employees should ensure they understand and comply with the School's policy in regard to the storage and administration of prescribed medication to students (see Medical Care Policy and Anaphylaxis Policy).

5.15 The safety, welfare and wellbeing of students is the School's highest priority. Employees must ensure that their conduct and professional judgment place the best interests of students first and take all reasonable steps to prevent harm.

5.16 Employees have a responsibility to contribute to a safe physical and psychological work environment for staff and students. This includes complying with Work Health and Safety requirements and ensuring that their actions do not place others at risk.

5.17 To support safety and security, the School utilises closed-circuit television (CCTV) surveillance systems. Employees may be subject to camera surveillance for the purposes of ensuring workplace safety, monitoring compliance with School policies, and assisting in the investigation of incidents or criminal offences.



## **6. PROFESSIONAL RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS**

Employees are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. Employees must actively seek to prevent harm to children and young people, and to support those who have been harmed. While not all employees are required to manage and supervise students, it is important for all School employees to understand and observe the School's child protection policies.

### **Supervision of students**

6.1 Employees should avoid situations where they are alone in an enclosed space with a student. Where employees are left with the responsibility of a single student, they should 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 coordinator and/or the Executive Principal/Head of College.

6.2 Employees should never drive a student in their car unless employees have specific permission from the Executive Principal/Head of College/delegate to do so. In the event of an emergency employees should exercise discretion but then report the matter to the Executive Principal/Head of College /delegate.

6.3 If employees wish to conduct a private conversation with a student employees should consider the time and venue carefully to avoid placing themselves in a vulnerable situation. It is preferable to leave the door open. Employees should not locate themselves between the student and the door.

6.4 When confiscating personal items, such as mobile phones or hats, ask students to hand them to you. Only take items directly from students in circumstances where concern exists for the safety of the student or others and their own safety is not jeopardised by this action.

### **Physical contact with students**

6.5 Employees must not impose physical punishment on a student in the course of their professional duties.

6.6 When physical contact with a student is a necessary part of the teaching/learning experience employees must exercise caution to ensure that the contact is appropriate and acceptable. Employees should seek reassurance from the student by asking for a volunteer if necessary to demonstrate a particular activity.

6.7 Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability the management of toileting needs should be included in the student's individual management plan.

6.8 When congratulating a student, a handshake, pat on the shoulder or brief hug are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable.

6.9 Assessing a student who is injured or ill may necessitate touching the student. Always advise the student



of what employees intend doing and seek their consent.

6.10 Sometimes in ensuring duty of care employees may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy must be in keeping with the School's behaviour management practices or individual student management plans. Employees should report and document any such incidents.

### **Relationships with students**

6.11 Employees 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 or caregivers. Employees are reminded of:

- (a) the law prohibiting sexual relations with a person under the age of consent (16 years); and
- (b) the law prohibiting sexual relations between a teacher and their student under the age of 18 years.

6.12 Employees 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 a student. An overly familiar relationship with any student (including any adult student) that employees are responsible for teaching, tutoring, advising, assessing, or for whom employees provide pastoral or welfare support raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment and is a breach of this policy. 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 School.

6.13 If employees consider that a student is being overly familiar, seeking to establish a personal relationship or has developed a 'crush' on them, employees should report their concerns to their coordinator and/or the Executive Principal/Head of College as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.

6.14 At all times when speaking with students care must be taken to use appropriate language. Employees must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.

6.15 Employees may, as part of their pastoral care role, engage in discussion with students. This is entirely appropriate. However employees must be cautious about making personal comments about a student or asking questions that probe their own or a student's sexuality or relationships. Employees must not hold conversations with a student of an intimately personal nature where employees disclose information about themselves.

6.16 Employees must not:

- (a) invite students to their home
- (b) visit students at their home



(c) attend parties / events or socialise with students

(d) meet with students in cafes, libraries, parks or any other places off School premises

unless employees have the express permission of the Executive Principal/Head of College and their parents or care giver.

6.17 Employees must not give gifts to students. Employees should also carefully consider their position before accepting any gift from a student (see Section 10 - Declaring gifts, benefits and bribes).

6.18 Wherever practical, employees should 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 member of staff should make any significant decisions relating to the student's assessments and have those endorsed by a coordinator.

6.19 Employees should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of their behaviour.

### **Tutoring students**

6.20 Employees must not engage in tutoring or coaching students from the School without the express permission of the Executive Principal/Head of College.

### **Communicating with students (see Section 7 – Appropriate Use of Electronic Communication)**

6.21 Unless employees have sought prior approval and consent from the Executive Principal/Head of College or School Executives, employees must not:

- exchange their personal details with students/parents, eg address, personal email, mobile number, social media accounts etc.
- correspond with students on a personal nature / level.
- call or record students on any platforms, applications or devices
- send students any form of electronic messages eg SMS / text or chat messages via any application
- upload/publish or share personal content such as photos/images, audio recordings or videos via social media, blogs/internet postings with students or on any sharing website, eg Tik Tok, Youtube, Flickr, Vimeo
- create / invite students to join groups / chat rooms via private online / messaging chat applications, eg WhatsApp, Viber etc
- invite students to join their personal electronic social networking sites / social media platforms or accept students' invitations to join their social networking site, eg Facebook, Twitter, Instagram, Snapchat (see Section 7 - Appropriate use of electronic communication and social networking sites).
- geo-spatially tag any students in social networking sites eg Snapchat
- accept invitations sent by students to join any online multiplayer gaming platforms eg Fortnite, World of Warcraft, Second life, Minecraft



All means of staff and student communication is to be conducted via the Al-Faisal College MS TEAMS platform / Sentral Portal / Seesaw as provided and managed by the School. There should be no communication afterschool hours or during holidays with students unless they are in relation to academic work only. If communication after hours or during holidays is warranted, approval and consent by the Executive Principal/Head of College/School Executives is required.

Professional and role boundaries must be adhered to at all times. Staff members who do not follow or are in breach of the Al-Faisal College policies may be subject to disciplinary action or have a review of their employment.

If staff conduct is considered to be in violation of professional boundary or duty of care, advice from the Independent Schools Child Protection team, legal counsel and NSW Police may be sought.

## **Child Protection**

6.22 Employees must be aware of and comply with the School's Child Protection Policy.

6.23 As set out in Section 3, employees must report any concerns they may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any 'reportable allegation' that has been made to any employee or to the Executive Principal/Head of College. This includes self-disclosure if the allegation involves the employee.

6.24 Broadly, 'reportable conduct' includes:

- (a) a sexual offence,
- (b) sexual misconduct,
- (c) an assault against a child,
- (d) ill-treatment of a child,
- (e) neglect of a child,
- (f) an offence under section 43B (failure to protect) or section 316A (failure to report) of the Crimes Act 1900, and
- (g) behaviour that causes significant emotional or psychological harm to a child.  
whether or not the child consents.

6.25 Reportable Conduct does not extend to:

- (a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards; or
- (b) the use of physical force that, in all the circumstances, is trivial or negligible and the circumstances in which it was used have been investigated and the result of the investigation has been recorded in accordance with appropriate procedures; or



- (c) conduct of a class or kind exempted from being reportable conduct by the Children's Guardian Act, 2019 under section 30.

6.26 For further information about 'reportable conduct' see the School's Child Protection Policy.

6.27 The requirements outlined in Section 6 in relation to Supervision, Physical Contact and Relationships with Students set professional boundaries in relation to their behaviour. They make clear what behaviour is unacceptable and could amount to reportable conduct.

### **The Working With Children Check**

6.28 The Working With Children Check is a prerequisite for paid and unpaid child-related work. Under Part 2, section 6 of the Child Protection (Working With Children) Act 2012, child-related work is defined as work in a specific child-related role or face-to-face contact with children in a child-related sector.

6.29 Employees must have a Working With Children Check clearance which will be valid for a period of five years. Employees are responsible for renewing their Working With Children Check every five years.

## **7. APPROPRIATE USE OF ELECTRONIC COMMUNICATION AND SOCIAL NETWORKING SITES**

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

7.1 Employees must comply with the School's Information Technology, Computer, Telephone and Equipment Code of Use and Social Networking Policy. 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 harassing, discriminatory, defamatory, threatening, abusive or obscene;
- (e) not inviting students into their personal social networking site or accept an invitation to theirs;
- (f) not using social networking sites to email or contact students;
- (g) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- (h) reporting any situations where employees become aware of the inappropriate use of electronic communication and social networking sites.



7.2 Employees must never use the School's 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, libellous or slanderous messages or material; or
- (e) subversive or other messages or material related to illegal activities.

### 7.3 Prohibited Online Content and Extremist Symbolism

Employees must not create, share, promote or endorse online content that could reasonably be interpreted as supporting extremist ideology, hate groups, violence, discrimination or hostility towards individuals or groups.

This includes the use, display or promotion of extremist symbols, slogans, images, gestures or messaging associated with organisations or movements that advocate hatred, discrimination or violence.

Employees must ensure that their conduct on social media, online forums, messaging platforms or other digital environments does not undermine the values of the School, the safety and wellbeing of students, or the reputation of the School community.

Where an employee's online conduct raises concerns regarding student safety, community trust, or the reputation of the School, the School may investigate the matter and take appropriate disciplinary action.

Employees must ensure that personal online activity does not undermine community trust in the School or the safety and wellbeing of students.

### 7.4 Political Neutrality

The School may represent its views to government departments and other third parties on matters affecting its interests and the interests of its staff and students. However, the School remains apolitical in its operations.

Employees are entitled to hold personal political views or associations; however, employees must not use their position, authority, School resources, or access to students to promote political parties, political ideologies or campaigns.

Employees must ensure that any public expression of political views does not compromise their professional responsibilities, the neutrality of the School, or the reputation of the School community.

## 8. USE OF ALCOHOL, DRUGS AND TOBACCO

Work Health and Safety is of fundamental importance to the School. Maintaining a safe work environment requires everyone's continuous cooperation.



8.1 Employees are responsible for ensuring their capacity to perform their duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk employees or any other person's health and safety.

8.2 Employees must:

- (a) not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- (b) not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;
- (c) notify their coordinator if employees are aware that their work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- (d) take action to resolve any alcohol or other drug-related problems that employees have; and
- (e) consult with their coordinator or Executive Principal/Head of College if employees are concerned about working with other employees who may be affected by drugs or alcohol.

## **Drugs**

8.3 Employees must not:

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

## **Alcohol**

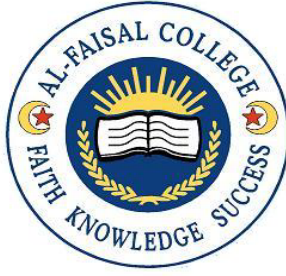
8.4 Employees must not take alcohol to School or consume it during School hours or at any School function at any time School students are present, including those events conducted outside School premises unless expressly permitted to do so by the Executive Principal/Head of College. A School function is any occasion organised by the School and/or in the School's name, including dances, farewells, excursions, sporting fixtures and fund raising events.

8.5 Employees must not:

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

## **Tobacco**

8.6 Employees must not smoke or permit smoking in any School buildings, enclosed area or on School grounds. This includes all buildings, gardens, sports fields, cars and car parks.



8.7 Employees must not purchase tobacco or tobacco products for any School student, or give them tobacco or tobacco products.

## **9. IDENTIFYING AND MANAGING CONFLICTS OF INTEREST**

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

- 9.1 Employees must not act in conflict with the School'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. It may not only be about their own interests. It may include:
  - (c) the interests of members of their immediate family or relatives (where these interests are known);
  - (d) the interests of their own business partners or associates, or those of their workplace; or
  - (e) the interests of their friends.

9.2 When faced with a situation in which conflict of interests may be present, employees should report any potential or real conflict to their coordinator or the Executive Principal/Head of College.

9.3 Employees should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing their decision.

9.4 Entering into a sexual or romantic relationship with another staff member or a parent or member of the School community may be a conflict of interest and should be raised with the Head so that appropriate measures can be implemented to manage the conflict if possible. The School reserves the right to forbid the relationship if the conflict cannot be managed in a way that protects the interests of a student/s and the School.

## **10. DECLARING GIFTS, BENEFITS AND BRIBES**

As an employee, employees 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. Employees are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

10.1 If employees are offered a bribe (i.e. anything given in order to persuade employees to act improperly), employees must refuse it, explain why it is not appropriate, and immediately report the matter to the Executive Principal/Head of College.

10.2 Accepting gifts and other benefits has the potential to compromise their position by creating a sense of obligation and undermining their impartiality. It may also affect the reputation of the School and its staff. Employees must not create the impression that any person or organisation is influencing the School or the



decisions or actions of any of its employees.

10.3 If employees are offered a gift or benefit, employees should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value (\$50) must not become personal property. Employees should either politely refuse it or advise the contributor that employees will accept it on behalf of the School.

10.4 When such a gift is accepted, employees must advise their Executive Principal/Head of College. They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.

10.5 Sometimes employees might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the School. If employees win a prize employees must advise the Executive Principal/Head of College who will determine how the prize should be treated and recorded.

10.6 Employees must not engage in fraud, theft, corruption or misuse of School funds or assets. Any suspected financial misconduct must be reported to the Executive Principal/Head of College.

## **11. COMMUNICATION AND PROTECTING CONFIDENTIAL INFORMATION**

### **Communication**

11.1 Employees are required to comply with the Schools Communication Policy.

11.2 Employees should be mindful of confidentiality when in discussions with parents. Employees cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.

11.3 Employees should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Executive Principal/Head of College in the context of grievance resolution.

11.4 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the School community, or the public.

11.5 The media should not be given access to students or allowed entry to the School without the express permission of the Executive Principal/Head of College. Employees should not make any comments to the media about the School, students or parents without the express permission of the Executive Principal/Head of College.



## **Confidential information**

11.6 Employee, employees must only use confidential information for the work-related purpose it was intended.

11.7 Employees must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

## **Privacy**

11.8 Sensitive and personal information should only be provided to people, either within or outside the School, who are authorised to have access to it.

11.9 Employees should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other School 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 School's work because of their expertise.

## **Public Statement**

11.10 Employees must not make public statements, comments or representations that could reasonably be perceived as representing the views of the School unless authorised to do so.

11.11 Employees must ensure that their conduct in public or online is consistent with their obligations under this Code and does not adversely affect the School.

11.12 School resources, equipment, funds, facilities and information systems must only be used for legitimate School purposes and must not be used for personal gain, private business or unlawful activities.

## **12. RECORD KEEPING**

12.1 All employees have a responsibility:

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

12.2 Employees must not destroy or remove records without appropriate authority.

12.3 Coordinators have a responsibility to ensure that the employees reporting to them comply with their records management obligations.

12.4 Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the School.



12.5 Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

### **13. COPYRIGHT AND INTELLECTUAL PROPERTY**

13.1 When creating material employees need to ensure the intellectual property rights of others are not infringed and information is recorded about any third-party copyright/other rights included in materials.

13.2 Advice relating to sharing or licensing the School's intellectual property should be sought from the Executive Principal/Head of College.

13.3 The School cannot give away or assign its intellectual property without the approval of the Executive Principal/Head of College.

13.4 If employees develop material that relates to their employment with the School, the copyright in that material will belong to the School. This may apply even if the material was developed in their own time or at home.

13.5 Employees should not use the School's intellectual property (including copyright) for private purposes without obtaining written permission from the Executive Principal/Head of College.

### **14. STAFF DRESS CODE**

14.1 While employees' right to privacy is respected, their personal presentation must be consistent with the ethos of the School and its religious and educational philosophy.

14.2 Employees are required to comply with the School's Staff Dress Code, Grooming and General Appearance Policy at all times.

14.3 Employees must ensure that their presentation reflects professionalism and is appropriate to their role, setting a positive example for students and upholding the standards of the School community.

### **15. THE RIGHT TO DISCONNECT**

The Right to Disconnect provisions, as outlined in the Fair Work Act 2009, grants employees the right to reasonably refuse to monitor or respond to communications outside of their working hours.

Under the Right to Disconnect provisions:

- Employees are entitled to refuse to engage with contact from their employer or a third party outside of working hours unless it is unreasonable to refuse.
- This includes refusing to monitor, read or respond to messages, calls, emails or other forms of communication unless an exception applies.

It is essential to understand that while employees have the right to disconnect, there is no prohibition on contacting staff outside of hours. The right is about an employee's reasonable refusal to engage with



communication outside working hours, which may depend on several factors.

However, it is important to acknowledge that the School operates beyond the standard 8:00 am to 5:00 pm model. As a result, there are scenarios where communication outside of regular working hours will remain necessary. These include but are not limited to:

- School Excursions
- Parent-teacher meetings
- Notifying staff of timetable changes
- Staff notifying executives of absences or changes in circumstances that may impact School operations
- Emergency changes to School operations
- Emergency welfare of students
- Other operational or emergency requirements

Such communication is essential for the smooth running of the School and may occur outside of regular hours.

## **16. HATE SPEECH**

The School explicitly prohibits hate speech in any form. Employees, contractors and volunteers must not engage in hate speech.

The NSW Registered and Accredited Individual Non-Government Schools Manual defines hate speech as *“conduct that is an offence under section 93ZAA of the Crimes Act 1900 (NSW), whether or not the person engaging in the conduct has been charged or convicted.”*

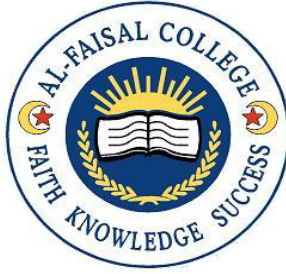
Section 93ZAA of the Crimes Act 1900 (NSW) identifies that it is an offence to publicly incite hatred on the grounds of race. Race includes colour, nationality, descent, and ethnic, ethno-religious or national origin.

The hate speech legislation mandates that employees treat all members of the community with respect, and prohibits discriminatory, racist, misogynistic or otherwise offensive language or conduct, including conduct that incites hatred, serious contempt or severe ridicule against any person or group.

This prohibition applies to conduct:

- within the School;
- at any School-related activity;
- when communicating with members of the School community; and
- in public or online where the conduct is connected to the School or is inconsistent with the employee’s obligation to uphold the ethos, safety, wellbeing and reputation of the School.

Nothing in this Code prevents lawful religious teaching or discussion. Consistent with section 93ZAA of the Crimes Act 1900 (NSW), this includes directly quoting from, or otherwise referencing, religious texts for the purpose of genuine religious instruction or discussion.



Prohibition of hate speech is a mandatory compliance requirement. Accordingly:

- NESAs may investigate complaints and determine whether conduct constitutes hate speech, regardless of whether a charge or conviction has occurred.
- Where conduct is found to meet the definition of hate speech, NESAs may take regulatory action, including directing the School in relation to an employee's ongoing employment.
- Employees must not engage in a deliberate pattern of immoral or unethical behaviour, including hate speech.
- Public commentary, attendance at events or rallies, and online or social media activity may be subject to scrutiny and investigation.
- Conduct outside working hours that adversely affects the reputation of the School may constitute a breach of this Code.
- Criminal proceedings, investigations, or adverse findings may impact an employee's employment and accreditation status, including their legal capacity to teach in NSW.

Employees must also refrain from conduct that incites hatred, serious contempt or severe ridicule against any person or group on the basis of protected attributes, including but not limited to race, religion, ethnicity, nationality, sex, gender identity, sexuality, disability or age.

Employees are required to:

- refrain from engaging in hate speech;
- not publicly incite hatred, including through online or social media platforms;
- ensure that conduct, including outside working hours, does not adversely affect the reputation of the School; and
- immediately disclose any matter that may give rise to a hate speech investigation or criminal proceedings.

Failure to comply with this section may result in:

- disciplinary action in accordance with School policies;
- referral to NESAs or other relevant authorities;
- suspension pending investigation; and/or
- termination of employment.

The School will act decisively where conduct places the School, its students, or its registration at risk.



### 17. Revision History

Version	Policy Date	Review date of policy	Notes
1.0	January 2024	January 2025	Amendments to this policy will be made based on updated legislative requirements or changes to School needs
2.0	January 2025	January 2027	Amendments to this policy will be made based on updated legislative requirements or changes to School needs
3.0	March 2026	March 2028	Updated to align with the NSW Registered and Accredited Individual Non-government Schools Manual (February 2026), Independent Schools NSW Staff Code of Conduct template (February 2026), Governance Resource Manual (March 2026) and the explicit prohibition on hate speech.

### 18. ACKNOWLEDGEMENT

I \_\_\_\_\_ have read, understood and agree to comply with the terms of this Code of Conduct.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated