

Staff Code of Conduct

Professional Code of Conduct

The Code of Conduct is a set of principles, which describe the professional conduct, personal conduct and professional competence expected of staff members at Korowa. It is derived from the School's Values Statement, the General Teachers' Role Description and the Victorian Teaching Profession Code of Conduct to which all teachers must comply.

Disciplinary action may ensue should a Korowa employee be in breach of the Code of Conduct.

Section 1: Professional Conduct

Staff members' professional conduct is characterised by the quality of the relationships they have with their colleagues, students, students' parents, guardians, caregivers, families and other members of the Korowa community.

Relationships with Colleagues

Principle 1.1: Collegiality is an integral part of the work of all Korowa staff members
Staff members are expected to demonstrate collegiality by:

- Treating each other with professional respect and courtesy
- Valuing the input, expertise and knowledge of their colleagues and respecting differences of approach
- Using appropriate forums for constructive debate on professional matters
- Collaborating and contributing positively to Korowa's Professional Learning Community

Relationships with Students

Principle 1.2: Staff members treat students with courtesy and dignity
Staff members have a responsibility to treat students with courtesy and dignity at all times.
Teachers demonstrate this by:

- Working to create an environment which promotes mutual respect
- Modelling and using respectful and impartial language
- Respecting a student's privacy and adhering to Korowa's Privacy Policy
- Refraining from discussing students' personal problems in situations where the information will not be treated confidentially

Principle 1.3: Teachers provide opportunities for all students to learn
Teachers demonstrate their commitment to student learning by:

- Knowing their students well and having high expectations of every student
- Creating a challenging and purposeful learning environment which promotes excellence

- Providing a nurturing environment which values and affirms every individual
- Communicating clearly and appropriately with their students
- Accepting professional responsibility for the provision of quality teaching

Principle 1.4: Teachers work within the limits of their professional expertise

In fulfilling their role, teachers carry out a wide range of responsibilities. They support students by knowing their strengths and the limits of their professional expertise.

Teachers:

- Seek to ensure that they have the physical, mental and emotional capacity to carry out their professional responsibilities
- Are aware of the role of other professionals, including the School Counsellor, Academic Support, Heads of School and Heads of Year, and when students should be referred to them for assistance
- Are truthful when making statements about their qualifications and competencies

Relationships with Parents and Guardians

Principle 1.5: Staff promote positive and professional relationships with parents, guardians, caregivers and Korowa families

Staff demonstrate this by:

- Communicating courteously, honestly and sensitively
- Giving timely and clear information to parents and alerting them of concerns they may have
- Conveying parent concerns to a person in a position of responsibility and responding promptly
- Keeping written records of all interactions with parents

Section 2: Personal Conduct

Principle 2.1: The personal conduct of a staff member has an impact on the professional standing of that staff member and the School

It is expected that staff will:

- Be positive role models through their words, attitudes and behaviours
- Be supportive of all colleagues
- Act with discretion and maintain confidentiality when discussing workplace issues
- Be punctual to all meetings, classes, and other duties
- Be responsible for their actions and their role in fostering positive staff morale
- Not speak critically of other staff, students or the School, inside or outside the School
- Support the School's Mission and be active ambassadors for the School

Section 3: Professional Competence

Principle 3.1: Korowa staff members value their professionalism and set and maintain high standards of competence



Staff members:

- Are knowledgeable in their areas of expertise
- Are committed to pursuing their own professional learning
- Complete their duties in a responsible, thorough and timely way

Principle 3.2: Staff members are aware of the legal requirements that pertain to their role.

In particular, they are cognisant of their legal responsibilities in relation to:

- Discrimination, harassment and vilification
- Mandatory reporting
- Privacy
- Occupational health and safety
- Duty of Care and negligence
- VIT registration for teaching staff

[Report any Child Safety Concerns](#)

Staff who have concerns that a child may be subject to abuse are expected to follow the reporting procedures outlined in Korowa's [Child Safe Reporting Obligations](#).

Our Child Protection Officers may be contacted via the Main School Reception in person or by calling 8808 8888.

Communications will be treated confidentially on a 'need to know basis' and all Personal Information will be dealt with in accordance with the School's [Privacy Policy](#).

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.