POLICY DOCUMENT

Code of Conduct
The quality of care for children, good relationships among staff, the confidence of parents and the reputation of St Joseph’s Preschool all depend on the professional attitude and behaviour of the educators and management. Supervision of children is of the utmost importance and part of our ‘Duty of Care’ Policy. Children must be able to be seen at all times, particularly when outdoors.

All educators are expected to be professional in their approach to work at the service. This includes acceptable language, being an appropriate role model for the children and maintaining confidentiality regarding children and their family situations.

At St Joseph’s Preschool we act in a professional manner. Therefore sensible and suitable clothing is required at all times. Educators are to wear a hat on all outside duties and activities. Educators who work at the service also need to wear a name badge. At St Joseph’s Preschool we encourage a team approach to our work with children and families. The effectiveness of the team is dependent on each person within that team and therefore it is helpful if people carry out the daily tasks and duties that are to be completed, such as packing up and maintaining order in work areas without waiting to be asked.

Each educator is expected to fully participate in accordance with their position description, as well contribute to the programme planning and implementation and participate in professional development and training.

All educators are required to know and understand the philosophy and goals of St Joseph’s Preschool Hindmarsh as well as the operational policies and procedures of the service.

It is a requirement of all employees to familiarise themselves with the content of the St Joseph’s Preschool philosophy and CESA code of conduct that is required of all staff employed in Catholic Education SA and to carry out their duties in a manner that is consistent with our values, behavioural principles and standards of professional conduct. Contravention or failure to comply with a professional conduct standard will constitute misconduct. An employee who contravenes or fails to comply with the conduct standard may be liable to disciplinary action.
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents</td>
<td>2</td>
</tr>
<tr>
<td>1 Purpose</td>
<td>3</td>
</tr>
<tr>
<td>2 Scope</td>
<td>3</td>
</tr>
<tr>
<td>3 Code of Conduct</td>
<td>3</td>
</tr>
<tr>
<td>4 Consequences of a Breach of the Code of Conduct</td>
<td>6</td>
</tr>
<tr>
<td>5 Definitions</td>
<td>6</td>
</tr>
<tr>
<td>6 Related Policies, Procedures and Resources</td>
<td>7</td>
</tr>
<tr>
<td>7 Revision Record</td>
<td>7</td>
</tr>
</tbody>
</table>
1 Purpose

The purpose of this Code of Conduct is to articulate the standards of conduct which are required of all staff employed in Catholic Education SA. This will assist all staff employed in Catholic Education SA to understand clearly the expectations of them as well as their responsibilities and obligations.

The standards of conduct required to be met under the Code exist alongside requirements set out in a staff member’s letter of appointment.

There are obligations and responsibilities for anyone who is at a School or Catholic Education Office (CEO) and it is expected that Others at a School or CEO use this Code to guide their behaviour and conduct where it is appropriate to their situation and circumstances.

2 Scope

This Code of Conduct applies to all Staff employed in Catholic Education SA and Others (as defined in Section 5) during working hours and outside of working hours in so far as the conduct outside of working hours has the potential to, or does impact on or reflect on their employment or role within Catholic Education SA, their colleagues, their employer or the School or CEO community.

This Code of Conduct applies to all conduct including conduct involving any telecommunication device or social networking application.

If a Staff member is unsure about the appropriate action to take in a particular situation, they should discuss the matter with their line manager, Principal or Director, as appropriate.

If a person to whom this Code of Conduct applies considers they may have breached the Code of Conduct they should as soon as practicable after the relevant incident report the details of the incident to their line manager, Principal or Director, as appropriate. This policy applies to all Catholic schools and CEO offices in South Australia.

3 Code of Conduct

The Catholic School promotes values drawn from the Catholic tradition of faith in order to prepare students for more active participation in the world. Hence, education in the Catholic School is understood as both a work of love and a service to society.

Catholic educators, in a spirit of cooperation, make a vital contribution to promoting the development of the human person, fostering social consciousness, nurturing prayer and encouraging young people to engage the living Tradition of the faith community.

All Staff in Catholic Schools, by their personal example, virtues, loving relationships, respect and acts love and justice, witness to the presence and activity of God with us.

St Joseph’s Preschool Hindmarsh
Preschool Policy No 21

Date: June 2015
Review Date: June 2018
Crossways: Religious Education Framework for SA Catholic Schools (CEO, Adelaide, 2009)
Catholic Education SA provides education as part of the mission of the Church. Fundamental to this mission is a respect for the value and dignity of each person and a work environment based on these values will ensure that all Staff employed in Catholic Education SA feel safe and empowered in the performance of their work in the Catholic School community or Catholic Education Office.

All Staff employed in Catholic Education SA are expected to uphold appropriate standards of behaviour. Principals and those in leadership positions are expected to ensure that Staff understand their obligation to observe this Code of Conduct and to uphold appropriate standards of behaviour at all times.

These standards of behaviour include:

3.1 **Personal conduct**

All Staff are expected to:

- support, and act consistently within, the Catholic ethos of the Catholic School or CEO at which they are present, Catholic Education SA and the Catholic Church;
- support the aims and philosophy of the School or CEO by their conduct and interactions with the School or CEO community and by being an example of Catholic virtues;
- conduct themselves in a manner that will not discredit the Catholic School or CEO at which they are employed, Catholic Education SA and/or the Catholic Church or individuals within these entities;
- respect the moral and ethical values and teachings of the Church and ensure that their conduct does not have the potential to adversely affect the reputation of the Catholic School, CEO or Catholic Education SA;
- treat Staff and Others professionally with honesty, faith and trust in a fair, responsible and compassionate manner;
- respect and comply with all Federal, State and local laws;
- relate to Staff and Others with dignity, courtesy, integrity and respect at all times and have proper regard for their interests, rights, safety and welfare;
- manage and declare situations that may give rise to a conflict of interest or the perception of such a conflict;
- respect the privacy of Others and Others’ personal and sensitive information;
- take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of Others.
• refrain from behaviour which constitutes bullying, discrimination or any form of harassment.
3.2 Communication

All Staff are expected to:

- communicate with one another, and with Others, in a manner which is respectful, honest and courteous at all times;
- refrain from negativity, gossip, spreading rumours or making inappropriate comments through any form of communication, including electronic communication;
- observe confidentiality in relation to confidential information which they encounter or receive in the course of their employment and disclose such information only to authorised Staff, authorised Others, or as required by law;
- refrain from improperly using information gained in the course of their employment for personal or commercial gain for themselves or Others.

3.3 Professional Conduct

All Staff are expected to:

- carry out their duties in a professional and conscientious manner
- follow all relevant polices, guidelines and instructions with regard to the safety of children and young people;
- maintain appropriate professional boundaries around their behaviour towards children and young people;
- present to work in a timely manner, in professional attire (appropriate to the role or functions of the relevant Staff member) and in a fit state to work including;
- being in sufficient physical and mental health to be capable of complying with their duty of care to their colleagues and students; and/or
- being unimpaired in the carrying out of their duties by reason of alcohol, medication, or an illegal drug;
- respect the professional opinions of colleagues;
- comply with any lawful and reasonable direction given by someone in the School or CEO with the authority to give the direction;
- have a current police clearance in accordance with the policies and guidelines of the School or CEO;
• report to the relevant person or agency inappropriate conduct or conduct which might reasonably be considered to be a breach of this Code and/or illegal;

• act ethically and with integrity at all times;
• maintain the currency of employment related requirements (e.g. registration, police clearance, etc).

3.4 Leaders

Leaders, in addition to adhering to the conduct outlined in 3.1 – 3.3 of this Code, have a responsibility to:

• set a good example for Staff and Others;
• make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
• act expeditiously in response to a complaint from Staff or Others;
• provide opportunities for Staff and Others to participate in decisions which affect them;
• ensure Staff and Others are treated fairly and equitably;
• ensure Staff and Others understand what is expected with regard to the Code of Conduct and how feedback will be provided with regard to complaints.

4 Consequences of a Breach of the Code of Conduct

All Staff are required to abide by this Code of Conduct.

Any person who believes, on reasonable grounds, that this Code may have been breached may raise this matter with the relevant Catholic School Principal or the relevant Diocesan Director of Catholic Education specifying details of the alleged breach.

A breach of this Code may give rise to a range of outcomes, including counselling and/or disciplinary action (including dismissal where appropriate) following proper investigation.

Some breaches of the Code may also constitute civil or criminal offences and may result in civil action or prosecution.

5 Definitions

School or CEO includes all Catholic Schools in South Australia and the Catholic Education Offices at Adelaide and Port Pirie (CEO), as well as sites on which staff employed in Catholic Education SA or others engaged in duties or activities such as excursions or conference attendance sanctioned by their School or CEO.

Staff means staff employed by any Catholic School or Catholic Education Office.

Others includes children and young people, contractors, volunteers, members of the School community or people outside of the School community.
Confidential information relates to privileged communication shared only between a few people for furthering certain purposes.
6 Related Policies, Procedures and Resources

This Code of Conduct is to be read in conjunction with, and is additional to, any other relevant SACCs Policy, Procedure or Guideline. All Staff employed in Catholic Education SA are required to comply with the provisions of any such document.

SACCS Procedures for Responding to Discrimination
SACCS Procedures for Responding to Bullying in the Workplace
SACCS Policy for the Care, Well-being and Protection of Children and Young People
SACCS Charter for Staff
SACCS Gender Equity Policy
SACCS Privacy Policy
Inter-sectoral Protective Practices for Staff in their Interactions with Students
SACCS Information and Communications Technology (ICT) Policy
SA Catholic Schools Enterprise Agreement

St aff me mbe r’s let t er o f A ppo int me nt

Federation of Catholic School Parent Communities Charter for Parents in Catholic Schools SA

7 Revision Record

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St Joseph’s Preschool Hindmarsh
Preschool Policy No 21

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Philip Schultz  
Principal

Anne Burke  
School Board Chairperson

Dated: June 2015