

Staff Code of Conduct Policy

1. Introduction

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. We deliver the Victorian Pathway Certificate (VPC) and VCE Vocational Major Certificate (VM) for students aged 15-19 years. We provide a safe and inclusive learning environment for young people who may have been disengaged or are at risk of disengaging from education. The College is committed to supporting students to reach their individual personal, social and educational potential.

The College is a role model for others in the community. All interactions of College employees, both internally and externally, determine the ability of the College to achieve its mission, vision and strategic goals. It is through our behaviour that we communicate our expectations of each other to the wider community.

In order for the College to continue to be successful, it is important that all staff conduct themselves with integrity and professionalism as defined in this Staff Code of Conduct.

2. Purpose

The Staff Code of Conduct Policy sets out the expectations for personal and professional behaviour of staff whilst at work or at work functions. It aims to clarify for all staff the conduct expected in the performance of duties, and the consequences of not behaving in an appropriate manner, thereby ensuring an environment that all staff feel proud and comfortable to be a part of.

3. Scope

The code sets out the standards of conduct that all College employees, volunteers, contractors, must meet.

The College's Staff Code of Conduct Policy should be strictly adhered to at all times when any College employee or volunteer is engaged in any work or work related activity. The College expects all contractors and consultants to behave in a manner that reflects the Staff Code of Conduct.

4. Definitions

College	Djerriwarrh Community College, 235 Station Road, Melton, 3337
Principal	The Principal of the College, or the Principal's authorised representative
Staff	Includes employed staff, volunteers and contractors
Community members	Refers to other students, parents, guardians, carers and family members of College students and visitors to the College

5. Policy

The College is committed to work with staff to meet the highest possible professional standards of a registered school. It is expected that when in contact with any stakeholder, College staff will treat others in a courteous, respectful, professional and friendly manner.

When representing and working at the College, staff will abide by the College's Core Values:

Caring

We aim to provide and maintain a safe and welcoming environment to support the needs of individuals attending the College.

Inclusive

We put our students first and help them to feel valued.

We treat others in the workplace fairly and with respect, and do not harass, victimise or discriminate against other staff, students, parents/guardians or community members through our actions, words, work practices or the provision of services on the grounds of sex, sexuality, transgender status, race, colour, ethnic or ethno-religious background, descent or national identity, marital status, disability, pregnancy, age, educational achievement, political conviction or religious belief, carers' responsibilities or other grounds covered by relevant legislation.

Adaptable

We respond to individual and community needs in a professional and flexible way.

We strive to understand and respond to the needs of our students, parents/guardians, members of the school community and other stakeholders.

Respectful

We treat all people fairly and equally regardless of role or individual differences.

We do not act in a manner that may cause offence to others.

We behave in a manner that upholds the good reputation of the school.

Accountable

We are responsible and accountable for our decisions and actions.

We are fair and honest and do not use intimidating or misleading practices or false information.

We do not place ourselves in situations in which our private interests could conflict directly or indirectly with our obligations to the school's interests.

We do not act in ways which may cause others to question our loyalty to the college.

We respect and abide by the laws that govern us and will not engage in any conduct which could breach laws.

We promote and represent College services to all stakeholders in an ethical manner.

We meet requirements of funding sources.

6. Non Compliance

Any College employee, contractor, consultant or volunteer behaving contrary to the standards outlined in this policy may be subject to disciplinary action including dismissal of service.

7. Responsibilities

It is the responsibility of all staff and volunteers to ensure that they understand the College's expectations in regards to personal and professional behaviour.

Staff and volunteers should also understand their responsibilities and obligations to ensuring that the College provides a safe environment for all of our Students as detailed in the Child Safety and Wellbeing Policy and Child Safe Code of Conduct.

8. Associated documents

Associated policies and procedures	Workplace Health and Safety Policy Workplace Anti Bullying Policy Child Safety and Wellbeing Policy
Other associated documents Internal	Staff Declaration Form Child Safe Code of Conduct

Relevant legislation	<p><i>Age Discrimination Act 2004 (Cth)</i></p> <p><i>Australian Human Rights Commission Act 1986 (Cth)</i></p> <p><i>Disability Discrimination Act 1992 (Cth)</i></p> <p><i>Human Rights and Equal Opportunity Commission Act 1986 (Cth)</i></p> <p><i>Racial Discrimination Act 1975 (Cth)</i></p> <p><i>The Racial Hatred Act 1995 (Cth)</i></p> <p><i>The Sex Discrimination Act 1984 (Cth)</i></p> <p><i>Charter of Human Rights and Responsibilities Act 2006 (Vic)</i></p> <p><i>Child Wellbeing and Safety Act 2005 (Vic)</i></p> <p><i>Children, Youth and Families Act 2005 (Vic)</i></p> <p><i>Disability Act 2006 (Vic)</i></p> <p><i>Education and Training Reform Act 2006 (Vic)</i></p> <p><i>Equal Opportunity Act 2010 (Vic)</i></p> <p><i>Occupational Health and Safety Act 2004 (Vic)</i></p> <p><i>Racial and Religious Tolerance Act 2001 (Vic)</i></p> <p><i>Worker Screening Act 2020</i></p>
Other associated documents	The Victorian Teaching Profession Code of Conduct
External	VRQA Guidelines to the Minimum Standards and Requirements for School Registration

9. Issuance and approval

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