



ILIM COLLEGE

Code of Conduct

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## **Introduction**

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Ilim College Staff Code of Conduct has been developed for and by Ilim College.

It identifies a set of principles, which describe the professional and personal conduct expected by all staff, to promote adherence to the values of the College and may be used as a disciplinary tool.

Ilim College staff code of conduct is based on Child Safety Code of Conduct, VIT Code of Conduct, Islamic values and Islamic ethos of the school. Therefore, any appearance and manner that does not respect these teachings and practices, places a staff member in conflict with their employment conditions and what Ilim College stands for.

All staff working in a school environment holds a unique position of influence and trust that should not be violated or compromised and carry the professional responsibilities in undertaking duties which entrust them with the formation of young people.

All staff at Ilim College are expected to exercise their responsibilities in a way that recognises there are limits or boundaries to their relationships with students, parents and colleagues and are expected to present themselves at the highest standard of proper conduct at all times.

The general term “staff” used in this document includes any individual engaged with the school without limitation:

- All employees, teaching and non-teaching staff
- CRT Teachers
- Students undertaking placement in any area
- Volunteers
- Educational consultants service providers and contractors
- Visitors

The code of conduct applies to any physical or virtual place made available or authorised by the school for use by all students during or outside school hours including:

- A campus of the school,
- Online school environment (including email and intranet systems)
- Other locations provided by the school for students use (including without limitation, locations used for school camps, sporting events, excursions, competitions and other events).

Staff will maintain respectful, cooperative and professional relationships by exhibiting all the listed attitudes and behaviour in all settings and contexts at Ilim College.

Where the informal processes have failed to resolve unsatisfactory performance issues, or where misconduct is alleged the school may implement a formal performance management or a misconduct management procedure.

- A formal performance/misconduct management procedure will commence with the school
- Advising the employee in writing
- The school’s concerns with employee’s performance/conduct

- The time, date and place of the first formal meeting to discuss the employee's performance/conduct
- The employee's right to be accompanied by a nominee or his/her choice at all meetings scheduled to discuss the employee's performance, and
- The school's right to terminate the employee's employment should the procedure not resolve the school's concerns.

Formal performance management/misconduct meetings will:

- Include discussion of the school's concerns with the employee's performance
- Give the employee an opportunity to respond to the school's concerns
- Include discussion of any counselling or assistance, where appropriate available to the employee
- Include documentation, where appropriate and
- Set period of review as appropriate.

If, following the procedure, the school's decision is to terminate the employment of the employee; the school will give the required period of notice or payment in lieu of notice.

### **1. Acceptable relations with students**

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- 1.1 Work to create an environment which promotes mutual respect.
- 1.2 Model and engage in respectful and impartial language.
- 1.3 Make decisions in student's best interest
- 1.4 Protect students from intimidation, embarrassment, humiliation or harm.
- 1.5 Enhance student autonomy and sense of self-worth and encourage students to develop and reflect on their own values.
- 1.6 Identify risks of disengagement or potential radicalisation threats and bring this to the attention of wellbeing coordinators and campus/centre leadership immediately.
- 1.7 Within bounds of your reporting and confidentiality obligations respect a student's privacy in sensitive matters such as health or family problems.
- 1.8 Refrain from discussing students' personal problems in situations where the information will not be treated confidentially.
- 1.9 Report any suspected child abuse to the Campus Principal/Centre Coordinator without delay and or/report to authorities if you have formed a reasonable judgement that a child at Ilim College maybe facing child abuse or neglect.
- 1.10 Take proactive approach with administration to developing and suggesting strategies to reduce or remove risks of child abuse.
- 1.11 Report any discipline matters or any observations of concern to relevant staff without delay.
- 1.12 Adhering to the school's Child Safe Policy and upholding the school's statement of commitment to child safety at all times.
- 1.13 Taking all responsibilities steps to protect children from abuse.
- 1.14 Listening and responding to the views and concern of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety or the safety of another child.
- 1.15 Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (e.g., never questioning an Aboriginal and Torres Strait Islander child's self-identification).
- 1.16 Promoting the safety, participation and empowerment of children with a disability and vulnerable child experiencing difficult circumstances or transitions (e.g. during personal activities).
- 1.17 Promoting the safety, participation and empowerment of children with culturally and or linguistically diverse backgrounds (e.g. by having zero tolerance to discrimination).

- 1.18 Ensuring as far as practicable that adults are not alone with children.
- 1.19 Understanding and complying with all reporting obligations as they relate to Mandatory Reporting and reporting under the Crimes Act 1958.
- 1.20 If an allegation of child abuse is made, ensuring as quickly as possible that the child/ren are safe.
- 1.21 Reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

## **2. Unacceptable Relationships with students**

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- 2.1 Speaking to students in a derogatory manner.
- 2.2 The use of negative body language should not be displayed
- 2.3 Insensitive to student's wellbeing particularly in front of peers.
- 2.4 Protect student confidentiality at all times unless legally required to.
- 2.5 Staff at Ilm College in order not to compromise a professional relationship with a student must strictly avoid attending non-school gatherings with students where their parents are not present and socialising without the parent's knowledge.
- 2.6 Avoid being alone in a closed concealed environment with any student(s).
- 2.7 A professional relationship with a student will be violated and serious action will be taken if a staff member:
  - 2.7.1 Invites a student or students back to their home without the parents or school's knowledge.
  - 2.7.2 Has a sexual relationship with a student.
  - 2.7.3 Uses sexual innuendo or inappropriate language and/or material with student.
  - 2.7.4 Touches without a valid reason.
  - 2.7.5 Holds conversations of a personal nature, or has contact with a student via written or electron means including email, letters, telephone, SMS or chat lines without a valid context.
  - 2.7.6 Accepts or gives gifts, which could reasonably be perceived as being used to influence them from student or their parents.
- 2.8 Ignore behaviours by other adults towards student when they appear to be overly familiar or inappropriate.
- 2.9 Do not ignore or disregard any suspected or disclosed child abuse.
- 2.10 Develop any special relationships with children that could be seen as favouritism (e.g. the offering of gifts or special treatment for specific children).
- 2.11 Exhibit behaviours with children which may be construed as unnecessary physical (e.g. inappropriate siting on laps).
- 2.12 Put children at risk of abuse (e.g. by locking doors).
- 2.13 Initiate unnecessary physical contact which children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- 2.14 Engage in open discussions of a mature or adult nature in the presence of children (e.g. personal social activities).
- 2.15 Use inappropriate language in the presence of children.
- 2.16 Express personal views on cultures, race or sexuality in the presence of children.
- 2.17 Discriminate against any child, including age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
- 2.18 Have contact with a child outside of school without the school's leadership knowledge and/or consent of the schools governing authorities such as unauthorised after school hours tutoring, private lessons, sport coaching and mentoring etc.
- 2.19 Unauthorised mentoring without the school's knowledge.

- 2.20 Exchange personal contact details such as phone number, social networking sites or personal email addresses.
- 2.21 Photograph or video a child without the consent of the parent/guardian.
- 2.22 Work with children under the influence of alcohol or illegal drugs.
- 2.23 Consume alcohol or drugs at school or at school vents in the presence of children.

### **3. Relationships with Colleagues**

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- 3.1 Increase communication between individuals and groups of staff through professional and social activities.
- 3.2 Be professional in our demeanour, actions, verbal and written communications.
- 3.3 Treating one another with courtesy and respect.
- 3.4 Provide support for each other particularly those new to the profession.
- 3.5 Speak in a non-degrading manner; avoid raising one's voice towards one another in the school grounds or at school events.
- 3.6 Avoid having conversations in a language other than English in a shared space to ensure all can understand or provide a courtesy explanation about the context of conversation to those that are present in the same room/space to avoid any misunderstandings.
- 3.7 Avoid extended social, non-work related conversations during non-break times, and around staff work desk stations.
- 3.8 Avoid approaching parents staff members about matters related to their children that attend Ilim College during work hours. Staff must always follow the correct protocol of making time and necessary arrangements to speak with a parent at all times and be particularly aware of their colleagues' communication preference and mindful of their privacy and sensitivity of the workplace.
- 3.9 Talk and write positively about each other and remain loyal to our school family.
- 3.10 Refrain from any conversation or spreading of personal opinions/observations on any matter about a colleague or issue without their consent.
- 3.11 Direct your concern about any knowledge or observation of a colleague to an appropriate staff member such as Coordinator, Vice Principal, Principal or Early Years Coordinator.
- 3.12 Recognise that each staff member brings an educational background, professional experience, expertise and life skill that are unique and valuable to our school and we value each individual input.
- 3.13 Use appropriate forums for constructive debate on professional matters.
- 3.14 Practice positive decision making through non-divisive strategies, compromise and respect for different points of view.
- 3.15 Model forgiveness by letting go of past huts and working actively to build and maintain healthy relationships.
- 3.16 Demonstrate that each job is important and that every person serves recognition and respect.
- 3.17 Address all staff by the salutations Mr, Mrs, Ms, Sister or Brother particularly in the presence of students and other staff.
- 3.18 Avoid being alone in a closed concealed environment with any staff member of the opposite gender.
- 3.19 Make every effort to avoid any incidental brushing by or any form of coming in physical contact with the opposite gender including handshakes.
- 3.20 Observe segregated seating as appropriate in meetings or events.

### **4. Appearance & Personal Presentation**

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- 4.1 Observe the school dress code policy both on school premises and any school event involving students and parents.
- 4.2 Observe conservative choices of dress and personal presentation during professional learning off school premises that does not involve students.

- 4.3 Not smoke on school grounds and take precaution to prevent smoke odour during work hours.
- 4.4 Show extra care for personal hygiene and neat/professional appearance.

## **5. Personal conduct**

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- 5.1 Not exploit your position for personal or financial gain.
- 5.2 Not accept gifts worth more than the value of \$50.00.
- 5.3 If such gifts and/or personal gain offers are made by students or parents staff will return the gift or decline any such offer in a sensitive manner by explaining school policy.
- 5.4 Declare to Campus Principal/Early Years Coordinator the details of the gifts, financial or personal gain that was offered to you.
- 5.5 Ensure that their personal or financial interest do not interfere with the performance of your duties.
- 5.6 Not provide individual/group tutoring or educational support services with a fee to students of Ilim College that you teach or have direct contact with through any school program. This includes after work hours, during weekend, term breaks and end of year holiday.
- 5.7 Not provide tutoring to any one during work hours on school premise.
- 5.8 Act with discretion and maintain confidentiality when discussing workplace, colleagues, students and parent issues as stipulated in college policies.
- 5.9 Be positive roles models at a school and in the community.
- 5.10 Respect the rule of law and provide a positive example in the performance of civil obligations and Islamic manners.

## **6. Professional Competence**

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- 6.1 Approach and challenge any unknown person who is on school premises without identification visitors badge/vest or lanyard.
- 6.2 Support each other's professional growth through such means as mentoring and collaborative planning.
- 6.3 Improve instruction and operations through the school by sharing innovative approaches, and strategies.
- 6.4 Develop Islamic knowledge and practices as role models for students.
- 6.5 Are knowledgeable in their areas of expertise.
- 6.6 Are committed to pursuing their own professional learning.
- 6.7 Complete their duties in a responsible, thorough and timely way.
- 6.8 Aware of the legal requirements that pertain to their professional work at the college, in particular they are cognisant of their legal responsibilities to the following:
  - 6.8.1 Discrimination, harassment and vilification
  - 6.8.2 Negligence
  - 6.8.3 Mandatory reporting
  - 6.8.4 Privacy/Confidentiality
  - 6.8.5 Occupational Health & Safety
- 6.9 Avoid engaging in discussion on topics contrary to the teachings of Islam or topics that may cause controversy on moral issues or religious matters.
- 6.10 Ensure students and staff are not exposed to acts/images/performance/publications or any such material that has the potential to affect their moral values, modesty and religious susceptibility or potential radicalisation.
- 6.11 Refrain from displaying or sharing any personal photos/stories with students and staff of your appearance or events that does not reflect the teaching and practices of Islam.

## **7. Email Etiquette**

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- 7.1 Work emails are for work purposes ONLY.

- 7.2 Reply All: Think twice before hitting “reply all”. Given the use of smart phones, notifications and pop up distractions, no one wants to read emails that have nothing to do with them. This includes congratulatory messages and your view or response to a matter so refrain from ‘reply all’ unless you really think everyone on the list needs to receive the email or just the person sending it.
- 7.3 State who you are addressing the email to especially so others cc’d are clear this is only for their information and a response or action is not expected of them.
- 7.4 Use professional and/or Islamic salutation: The relaxed nature of writings as well as being in a rush should not affect salutations. Colloquial language should be avoided at all times with all work place emails.
- 7.5 Be cautious with humour in emails as this could get lost in translation without the facial expression and gestures and can be easily misunderstood.
- 7.6 Group emails must be strictly avoided and not sent unless Campus Principal/Centre Coordinator has authorised you to do so in following situations.
- 7.7 Work emails are not to be used for personal views.
- 7.8 Non-school related promotional material must not be sent.
- 7.9 Work emails are not to be used to make statements and express opinions about school matters and practices.
- 7.10 Write the emails address last, even when replying to a message it is a good precaution to delete the recipients email address and insert in only when you are sure the message is ready to be sent.
- 7.11 Do not send an email when emotional or angry. It is always best to talk matters through with relevant person or have a think about it before pressing send.
- 7.12 Avoid overusing punctuation marks and capital letters.

## **8. Decision Making**

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- 8.1 Seek input from pertinent staff members regarding decisions that affect those members of the school as a whole.
- 8.2 Make every effort to reach acceptable compromise and avoid decisions that divide the staff by giving ample time for discussion so that consensus can be reached.

## **9. School Operations**

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- 9.1 Avoid any haram products on school premises such as alcohol or pork.
- 9.2 No logging onto social network sites such as Facebook, marketing sites from the College internet other than school/work related purposes.
- 9.3 Attend prayer in congregation frequently with student other than compulsory duties.
- 9.4 Usher and encourage students to make the wudhu and attend mosque promptly at the call of the adhaan.
- 9.5 Not withhold any student for any reason to attend prayer at the time of the call to prayer.
- 9.6 Observe all schedules/deadline and give advance notice of schedule changes and ensure apologies are submitted to the chair of any meetings or gatherings.
- 9.7 Respect staff members and school property, inform staff completing paper work when taking items from office or staff members and returning items in good condition.
- 9.8 Show consideration for classroom space and noise levels (e.g. keeping audio visual volume down, refraining from interrupting one another’s class time, moving student through corridors/building and shared areas orderly and quietly).
- 9.9 Taking on extras even when given with late notice from Daily Organiser or Administration Staff due to unexpected circumstances in a responsible, understanding manner as part of duty of care.
- 9.10 Refrain from concealing any office or classroom windows for safety and protection of false allegations.

