



# Code of Conduct (Staff)

(V2.5 2021.09)

BRISBANE GRAMMAR SCHOOL

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### 1. Purpose and application

Brisbane Grammar School (the **School**) strives to maintain a professional, safe, collegiate community where the wellbeing of all members of the School community is protected and promoted.

The School is committed to safeguarding students in our care and ensuring that they feel and are safe. Accordingly, the School wishes to ensure that its Staff strive for the highest possible standards with respect to safeguarding students from abuse.

To that end, certain standards of behaviour are required of all Staff, including clear expectations for their behaviour towards and in the presence of children, and to prevent any behaviour that may be harmful to the students in the School's care.

The purpose of this Code of Conduct (Staff) (**Code**) is to:

- Set out the standards of behaviour which apply to Staff;
- Reflect the School's values of Endeavour, Learning, Respect, Leadership and Community (**Core Values**), as described in **Annexure A** to this Code; and
- Assist the School to comply with its legal obligations (including work health and safety obligations) to Staff, students, parents, and visitors.

This Code applies to all Staff of the School. It applies to Staff behaviour wherever it occurs, where there is a connection between the behaviour and a Staff member's employment or engagement with the School (including conduct which occurs via online platforms or outside of normal working hours). By way of example, this Code applies to Staff behaviour that occurs:

- On School premises, including the boarding houses, whether during or after normal working hours;
- During School activities and School-related events (whether or not they occur on School premises);
- At other events where Staff members are representing the School (for example, at social events organised by the School); and
- In any situation where a Staff member's behaviour may reflect adversely on the School or adversely affect the relationships between the Staff member and other Staff members, or between students or parents and the School (for example, at a professional development conference or seminar, or at a private event where a group of Staff members and/or parents may be present).

This Code refers to certain other School policies and procedures which contain additional standards or guidance about Staff behaviour. However, this Code may not list all School policies and procedures which apply to Staff from time to time. Staff must be familiar with and comply with all School policies and procedures (however described) and participate in all training provided by the School. Staff must also read this Code in conjunction with and comply with:

- The specific requirements of their role as detailed in their contract and position description;
- All applicable laws, including in relation to privacy, confidentiality, information sharing and record keeping; and
- General community expectations in relation to appropriate behaviour between adults and children.

This Code has been approved and endorsed by the Brisbane Grammar School Board of Trustees.



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### 2. Definitions

In this Code:

**Core Values** has the meaning given in section 1.

**Corrupt Conduct** has the meaning given in the *Crime and Corruption Act 2001* (Qld).

**Staff** or **Staff members** means all employees, consultants, contractors, people undertaking work experience or vocational placements, and volunteers employed or engaged by the School.

**Teaching Staff** or **Teaching Staff members** means Staff who are involved in providing academic tuition to students.

Unless the context requires otherwise:

- A reference to legislation, codes, guidelines, standards or to a School policy or procedure is to that document as amended or replaced from time to time; and
- 'Includes' or 'including' means includes or including without limitation.

### 3. Standards of conduct for Staff

Staff members must observe the following standards of behaviour.

#### 3.1. Uphold Core Values

Staff members must uphold the School's Core Values and must always behave in a manner consistent with these values. The School's Core Values, as they apply to Staff, are described in **Annexure A**.

#### 3.2. Treat others with respect

The School seeks to create an environment where all persons are treated equitably and with respect, and where the efforts of Staff and students are encouraged, and their achievements recognised.

The notion of "respect" extends to the way Staff members deal with students, parents/guardians, other Staff, members of the wider School community and the public.

The School is committed to equity and diversity and the prevention of discrimination, noting the needs of students who are Aboriginal or Torres Strait Islander, have a disability, are from culturally or linguistically diverse backgrounds, identify as LGBTIQ, or are unable to live at home. Staff must promote the safety (including cultural safety), participation and empowerment of all students and ensure their approach and interactions with students are sensitive, respectful, and inclusive of all backgrounds and abilities.



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Each Staff member must:

- Treat all people with dignity, courtesy, and respect;
- Respect and be sensitive to an individual's cultural, ethnic, and religious background;
- Not engage in and actively discourage any form of harassment or unlawful discrimination in the areas of employment and education, including on the basis of sex; relationship status; pregnancy or potential pregnancy; parental status; breastfeeding; age; race; religious belief; political belief or activity; trade union activity; lawful sexual activity; gender identity; sexuality; intersex status; family responsibilities; criminal record; medical record; social origin, and association with or relation to a person identified on the basis of any of these attributes;
- Not do anything that may damage the School's reputation or interests or cause embarrassment to the School;
- Under no circumstances behave in a way which might be reasonably perceived as offensive, abusive, or intimidating; and
- Demonstrate the highest standards of professional behaviour and exercise sound professional judgment including complying with all applicable ethical and professional standards. For teachers, this includes the Queensland College of Teachers *Code of Ethics for Teachers in Queensland (QCT Code of Ethics)* and Australian Institute for Teaching and School Leadership *Australian Professional Standards for Teachers (AITSL Standards)*.

### 3.3. Behave appropriately towards students, protect them from harm and adhere to professional role boundaries

All Staff members are responsible for ensuring the safety and wellbeing of students in the School's care.

Each Staff member must:

- Be familiar with and comply with the School's policies and procedures about child protection, including the *Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy)* and *Recruitment and Selection Policy*;
- Immediately report any conduct involving Sexual Abuse, Grooming, Inappropriate Behaviour or that may otherwise cause Harm to a student as required by the *Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy)* and *Operational Procedures for Responding to Students at Risk of Self-Harm*;
- Comply with applicable laws concerning the care and protection of children, and act in a way that ensures that the School complies with those laws;
- Follow School policies and procedures to ensure a safe and secure environment for students to change uniforms, including the *Change Room Supervision Procedures for Staff*. Staff must:
  - Provide the level of supervision necessary to prevent abuse by others or general misbehaviour, whilst also respecting students' privacy;
  - Avoid any one-to-one situations with a student in a change room area; and
  - Not use change rooms themselves when students are present.



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- Ensure that students are properly supervised in accordance with School policies and procedures, including the *Risk Management Policy (Staff)*, *Tour Policy (including Overnight Excursion)* and the policies and procedures for excursions/events and of the Outdoor Education Program at Lake Moogerah. Staff are responsible for supervising students to ensure they can engage positively in School activities, behave appropriately toward one another and are in a safe environment protected from external threats;
- Establish and maintain appropriate professional boundaries in their relationships with students, including by complying with School policies and procedures (including the *Conflict of Interest Policy*) and applicable ethical and professional standards (such as, for teachers, the QCT Code of Ethics, the QCT *Professional Boundaries: A Guideline for Queensland Teachers* and AITSL Standards);
- Treat students in a consistent manner and without inappropriate familiarity; and
- Take all other reasonable steps to ensure the safety and wellbeing of students.

By way of example, a Staff member would fail to maintain appropriate professional boundaries in their relationships with students and to treat students consistently and without inappropriate familiarity if they:

- Give gifts to a student or their family;
- Show special favours or make special allowances for a student;
- Allow a student to over-step rules;
- Engage in open discussions of a mature or adult nature in the presence of children;
- Share secrets or confidential information with a student;
- Act in a way that produces inconsistent consequences or outcomes for different students, without reasonable justification;
- Engage in activities with students outside authorised school activities such as attending a student's sporting match or meeting for social activities ('Social' is defined as a get-together, meeting, party or gathering that is non-work or School related, this can be in the physical or online environment);
- Provide extra tuition or coaching or overnight / weekend / holiday care of students as respite to parents / care givers; or
- Accept an invitation to attend any private social function at the request of a student or their family.

Where a Staff member is also a parent, or a personal relationship otherwise exists with a student's family, the Staff member must comply with the *Conflict of Interest Policy* and any conflict management plan in place for the Staff member under the *Conflict of Interest Policy*.

If a Staff member becomes aware of any situation in which a student requires assistance that is beyond the limits of the Staff member's role, they should at the earliest opportunity refer the matter to their supervisor or other appropriate senior Staff member (for example, the Headmaster or another member of the Senior Leadership Team).



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### 3.3.1. **Avoiding one-to-one unsupervised situations with students**

Staff members must avoid situations where they spend time alone with a single student and where possible conduct all activities and/or discussions with students in view of other School Staff. In particular:

- **Transporting students** – Students can only be transported by Staff in their personal vehicle in exceptional circumstances if there is more than one student, the reason for the transport is directly related to a School activity and there is prior parental consent and approval from a member of the Senior Leadership Team. Staff members must not transport a single student in their personal vehicle except in the event of emergency. In the event of an emergency, members of staff should ensure the wellbeing of the student(s) and use their best endeavours to obtain parental consent (preferably in writing) and report the matter including the reason for the transport to the appropriate Head of Year or a member of the Senior Leadership Team, where possible prior to the transport commencing;
- **Interviewing students** – Wherever possible, interviews should be conducted by at least two Staff members or in the presence of another adult such as the student's parent. If it is not possible for two Staff members or another adult to be present, Staff must ensure that one to one student interaction only occurs in a safe and open environment that can be easily observed and accessed by others. Interactions must not occur in a closed room unless there is a clear line of sight into the room (such as through a transparent window or door) and the door of the room is unlocked. Staff members must be familiar with and comply with the *Counselling Policy*;
- **Supervision of detention** – Staff members who supervise detention activities must ensure that at least two students are always involved in those activities. If two students cannot be present, the Staff member must transfer the detention to another time when two students will be present, or ensure that two staff members can supervise the detention; and
- **Overnight activities** – Overnight activities involving students (for example, School tours or camps) may only occur with prior parental and School consent and must always be supervised by at least two Staff members. Where it is reasonable and safe to do so, Staff members supervising overnight activities must ensure that they sleep in a separate area to students. Staff members supervising overnight activities must:
  - Take all reasonable steps to provide students with privacy when bathing and dressing;
  - Observe appropriate dress standards when students are present;
  - Take all reasonable steps to avoid students being exposed to inappropriate material, for example, through movies, television, the internet, or magazines;
  - Not leave students under the supervision of anyone other than authorised School staff;
  - Facilitate contact with a student's parent/s and/or between a student and their parent/s, where the student is unwell or distressed; and



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- Be familiar with and comply with the Tour Policy (including Overnight Excursion) and the policies and procedures for excursions/events and of the Outdoor Education Program at Lake Moogerah.

These requirements also apply to staff working in the boarding house, who must be familiar with and comply with the *Harlin House Tutor Handbook*.

### 3.3.2. Caution about physical contact with students

Staff members must not inappropriately touch students and should avoid touching students at all. Under no circumstances should Staff have physical contact with students that:

- Involves any touching of the genitals, buttocks, or breast area, or that would otherwise appear to a reasonable observer to have a sexual connotation;
- Is intended to cause pain or distress;
- Is overly physical, such as wrestling, horseplay, or tickling;
- Is unnecessary, for example assisting with changing or toileting when the student does not require assistance;
- Is initiated against the wishes of the student, except to protect the student from imminent danger to themselves or to others. In such cases:
  - Any form of physical restraint should be a last resort;
  - The level of force used must be appropriate to the circumstances and aimed solely at preventing harm to the student or others; and
  - The matter should be reported to the Staff member's supervisor or other appropriate senior Staff member (for example, the Headmaster or another member of the Senior Leadership Team) as soon as possible.

In situations where it may be necessary for a Staff member to make physical contact with a student, they should exercise caution and comply with relevant School policies and procedures including the *Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy)*. Any touching must be based on the needs of the student, rather than on the needs of the Staff member. Circumstances where physical contact may be necessary and appropriate to the delivery of the School's services to a student include, by way of example:

- Aiding a student who is injured or ill;
- Assisting a student to administer medication in accordance with the School's *Medication Policy or Anaphylaxis Procedures and Guidelines*;
- Teaching sport, music, and other physical activities;
- Comforting a distressed student;
- Greeting or congratulating a student by shaking hands; or
- Protecting a student from imminent danger to themselves or to others (see above).

Staff must immediately report to their supervisor or other appropriate senior Staff member (for example, the Headmaster or another member of the Senior Leadership Team) and document any physical



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contact initiated by a student that is sexual and/or otherwise inappropriate (e.g., physical aggression). Staff should consider whether the matter is also reportable under the *Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy)*.

### 3.3.3. Prohibition of sexual behaviour

Under no circumstances is any form of 'sexual behaviour' to occur between, with or in the presence of students, and this is prohibited even if the young persons involved may be above the legal age of consent.

This includes that a Staff member must not, under any circumstances, have an intimate and/or sexual relationship with a student. Staff also must not engage in any other conduct that constitutes Sexual Abuse, Grooming, Inappropriate Behaviour or may otherwise cause Harm to a student (as those terms are defined in the *Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy)*). The age of the student or the Staff member involved is irrelevant. It is also irrelevant whether the relationship is heterosexual or homosexual, consensual or non-consensual or condoned by parents/guardians.

'Sexual behaviour' is interpreted widely to encompass the entire range of actions that would reasonably be sexual in nature, including but not limited to:

- 'Contact behaviour, such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution; and
- 'Non-contact behaviour,' such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

By way of further example, a Staff member must not:

- Act as a substitute parent or confidant of a student;
- Befriend a student's family or offer special help to a student;
- Spend time alone with a student;
- Use social media to interact with a student;
- Request a student to keep any matter a secret;
- Make personal comments about a student's physical features;
- Ask questions that probe a student's sexuality or personal relationships; or
- Share information with students about their own personal relationships.



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### 3.4. Promote student learning and development and manage student behaviour

Teaching Staff (and, where relevant, other Staff) must:

- Actively foster students' learning and development;
- Act, and be seen to act, with integrity in their interactions with students;
- Prioritise the wellbeing, development, and progress of students;
- Promote students' confidence and self-awareness;
- Provide opportunities and encouragement for students to fully develop their talents;
- Work with parents/guardians, including by consulting with and involving parents/guardians in relevant decision making;
- Listen to students, consider their views and preferences and (where appropriate) involve them in decisions that affect them, including those related to their own learning;
- Identify activities that will challenge and support students' intellectual learning and development;
- Comply with the *Assessment Policy*;
- Follow School policies for managing student behaviour, including the *Behaviour Development Policy and Procedures (Teachers)*. This includes:
  - Using behavioural strategies that are fair, respectful, and appropriate to the developmental stage of the students involved;
  - Providing students with clear directions and an opportunity to redirect their misbehaviour in a positive manner; and
  - Under no circumstances taking disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating;
- Use language and a tone of voice with and in the presence of students that provides clear direction and is positive and encouraging; and
- Not use language or a tone of voice with and in the presence of students that is:
  - Discriminatory, including racist or sexist language;
  - Derogatory, belittling, or disrespectful;
  - Profane or otherwise inappropriate (e.g., sexual); or
  - Intended to frighten or threaten.

### 3.5. Interact appropriately with parents/guardians

Staff must cultivate a positive relationship with parents/guardians that enhances confidence in the School and communicate with them in an open, honest, and professional manner. Teaching Staff must:

- Take all reasonable steps to ensure that a student's parent/guardian is consulted about matters concerning the student's education, including their wellbeing and academic progress;
- Report on a student's achievements and learning options in a way that promotes successful educational outcomes;
- Respond to parent/guardian enquiries about their child's circumstances within a reasonable period of 48 hours, not including weekends or public holidays;
- Encourage parents/guardians to engage actively in the education and wellbeing of their child; and
- Deal with complaints or issues arising with respect to a student in accordance with School policies and procedures, including the *Complaints Policy (Students and Parents)*, *Code of Expectations and*



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*Behaviour (Students), Bullying Policy, Operational Procedures for Responding to Bullying and Drugs Education and Management Policy and Procedures;*

- Adopt a proactive, rather than reactive, approach to raising issues with parents/guardians.

### **3.6. Interact appropriately with colleagues**

The School regards a Staff member's personal behaviour towards and interaction with other Staff members, whether at School, during School related activities and privately, as a vital part of the duties of any position. A collegiate working environment is expected. Staff members must:

- Communicate in an open, honest, and non-judgmental manner with one another;
- Develop productive and supportive relationships with each other and work together to maintain a safe and positive learning and working environment;
- Exercise judgment in respect of social and personal relationships with colleagues and comply with the *Conflict of Interest Policy*; and
- Demonstrate respect towards colleagues and refrain from making false, malicious, or otherwise inappropriate statements to or about them.

### **3.7. Interact appropriately with the public**

When interacting with members of the public, Staff members must conduct themselves in a respectful and responsible manner that enhances the reputation and interests of the School within the wider community.

### **3.8. Refrain from workplace harassment, sexual harassment, disability harassment, unlawful discrimination, vilification or victimisation**

Staff members must not engage in any behaviour that would constitute workplace harassment, sexual harassment, disability harassment, unlawful discrimination, vilification, or victimisation. Staff must be familiar with and comply with the School's *Sexual Harassment Policy, Workplace Harassment Policy, Anti-Discrimination Policy, Inclusive Education Policy for Students with Disabilities, Recruitment and Selection Policy* and *Workplace Gender Equality and Diversity Policy*.

### **3.9. Comply with work health and safety obligations**

Each Staff member must be familiar with and comply with the School's *Risk Management Policy (Staff), Work, Health and Safety Policy* and *Manual Handling Policy*. Without limiting those policies, Staff must take reasonable care for their own health and safety and the safety of others.

Staff must also be familiar with and comply with the School's:

- *Workplace Rehabilitation Policy*; and
- *Traumatic Incident Policy*.



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### 3.10. Act appropriately in a private capacity

Staff must not engage in any private conduct which could adversely affect the reputation, interests and standing of, or otherwise cause embarrassment to, the School. By way of example, such behaviour would include:

- Committing a criminal offence of any kind;
- Making negative comments about the School, a student, a parent/guardian, or other Staff member;
- Making unauthorised public comments on behalf of the School or in the capacity of a Staff member of the School;
- Publicly disclosing information about confidential matters concerning a student, a parent/guardian or a Staff member or the School, without the School's permission; and
- Other behaviour that is incompatible with the Staff member's duties and obligations to the School.

However, nothing in this Code prevents a Staff member from making a complaint under the *Complaints Policy (Staff)* or a disclosure in accordance with the School's *Policy for Dealing with a Complaint of Corrupt Conduct of the Chairman of the Board of Trustees*, *Whistleblowing Policy* or the *Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy)*, or which is otherwise required and/or protected by law or another School policy or procedure.

### 3.11. Comply with relevant laws, policies etc. and deal with complaints

Each Staff member must:

- Comply with relevant laws, regulations and School policies and procedures;
- Manage any complaints made by students or parents in relation to the School, its Staff or any of its activities in accordance with the *Complaints Policy (Student and Parents)* or an applicable complaints process provided by another School policy;
- Make and, where responsible to do so, manage any general complaints in relation to the School or any of its activities in accordance with the *Complaints Policy (Staff)* or an applicable complaints process provided by another School policy;
- Comply with the *Whistleblowing Policy*;
- Comply with their employment or other contract with the School;
- Comply with lawful and reasonable directions given by or on behalf of the School;
- Comply with relevant professional standards and rules of conduct, including, for teaching Staff, those published by the Queensland College of Teachers and Australian Institute for Teaching School Leadership; and
- Act within their organisational responsibilities and delegations, including being familiar with and complying with the *Delegation Policy* and the *Procurement Policy*, as these policies pertain to key personnel.



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### 3.12. **Maintain high standards of honesty and integrity and proper use of position**

Staff must maintain high standards of honesty and integrity in their work and ensure that their position at the School is not improperly used for personal or other advantage or in any way that might create a risk of harm to a student or other Staff member. Staff must not engage in corrupt conduct or other unlawful or improper conduct, including conduct that is fraudulent, dishonest, misleading and/or deceptive.

### 3.13. **Avoid conflicts of interest**

Staff must be familiar and comply with the School's *Conflict of Interest Policy*.

Staff must also be familiar and comply with the School's *Gifts and Benefits Policy*. Without limiting that policy, Staff members must not ask for or encourage the giving of any form of gift or benefit, either for themselves or for another person, in connection with the performance of their duties. Staff are prohibited from giving gifts to students or their families.

Staff must be familiar and comply with the *Recruitment and Selection Policy*.

### 3.14. **Maintain privacy and confidentiality**

During their employment or engagement with the School, Staff members may have access to personal or confidential information concerning students, families, Staff members, or the School.

Staff must be familiar and comply with the School's *Privacy Policy and Standard Information Collection Notice* and ensure that any personal information is dealt with in accordance with that policy.

Staff must ensure that all confidential information is accessed and used only for School purposes and is not disclosed to any person without appropriate authority.

Staff members must not disclose information regarding their salary and other terms and conditions to other members of Staff, students, or parents/guardians.

### 3.15. **Use School resources appropriately**

Staff members must ensure that School property and resources are used appropriately for the work and business of the School. This includes that Staff members must:

- Ensure that School equipment is properly maintained and used only in accordance with the manufacturer's instructions and requirements;
- Obtain prior approval before using School equipment and resources outside of the School's premises, and ensure that such equipment is safely transported, stored, and secured;
- Manage and maintain security of the School's information in accordance with the *Information Security Policy*;
- Not do anything which might infringe the intellectual property rights of the School or another other person when dealing with any materials (including software and other resources) owned or provided by the School;



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- Use the School's branding, letterhead, and trademarks for School business only; and
- Not use the School's resources (including telephone, fax, email, printing, and internet services, and working time of the Staff member or other Staff members) for personal purposes.

Each Staff member must be familiar with and comply with the School's *ICT Use Policy* and the *Explicit Sexual Material Policy* and the *Operational Procedures for Responding to Explicit Sexual Material*.

### **3.16. Use mobile phones and other electronic devices for learning purposes**

Except in the case of emergency, Staff members must not use personal mobile phones or other personal electronic devices in classrooms or other learning areas (or otherwise in the presence of students). Use of such devices must only be in the Staff member's personal time.

The only exception is where a Staff member needs to record student attendance on an electronic roll outside of the classroom environment by using their personal mobile phone, because there is no available alternative means of doing so. A Staff member who considers they may need to use their personal mobile phone for this purpose, must seek approval in advance from an SLT member.

Where electronic or online communication is approved and necessary between staff and students, this can only occur using approved School devices and School email addresses and other accounts. Communication must be restricted to issues directly related to a School activity and more than one staff member must be included in any electronic or online communication between staff and students.

Staff members must not for any reason:

- Communicate with students individually or in a group using a personal mobile phone;
- Communicate with students from a private or personal email address or using social media;
- Take any photograph or other recording of any student using a personal mobile phone or other personal device; or
- Publish any photograph of a student on personal social media or any other means of personal publication.

With the consent of the student's parent/guardian, Staff may take photographs or other recordings of students using School equipment, but only for the purpose of School curricular or cocurricular activities. In doing so, Staff must comply with the School's policies including the *Privacy Policy and Standard Information Collection Notice*, *ICT Use Policy*, *Child Protection and Reporting Policy* (and *Child Safeguarding and Risk Management Strategy*) and must ensure that:

- More than one Staff member is present;
- Students are appropriately dressed and posed;
- They avoid recording students whose parents have not given consent to such recordings;
- The recording focuses on the activity rather than any individual student. Where possible, recordings should be of groups of students, rather than of individual students; and



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- The content of recordings is relevant to the School activity and does not contain any inappropriate or offensive comments or images.

For outdoor education, Staff must also comply with the School's *Outdoor Education Digital Media Procedures*.

### 3.17. Use social media responsibly

Each Staff member must ensure that their use of social media, whether on the School's computer systems or otherwise, whether personal or work related, or during or outside normal work hours, does not breach School policy, including this Code and the *Social Media Policy*.

Each Staff member must ensure that their private use of social media does not bring the School into disrepute or have the potential to damage the School's reputation or interests and is compatible with their duties and obligations to the School.

By way of example, when using social media for private purposes, Staff members must:

- Never use online mediums such as social networks, games sites or instant messaging to contact or interact with students;
- Ensure all content is private and cannot be seen by any students, as far as is practicable;
- Not make any reference to, or express any opinion about, the School, other Staff members, students, or parents/guardians, whether directly or indirectly;
- Not make any comments or disclose, distribute, or publish any material which is disparaging of the School, its current and former Staff members, students, or parents/guardians, or may constitute unlawful discrimination, harassment of any kind, vilification, or victimisation of any of those persons; and
- Not post any images of the School, its events, current and former Staff members, students, or parents/guardians.

If a Staff member proposes to use social media for educational purposes, the Staff member must first obtain the written approval of a member of the Senior Leadership Team. If such approval is given, the Staff member must work with the School's administrative and technology Staff to identify and use appropriately restricted, School-endorsed social networking platforms and comply with the School's *Social Media Policy* and *Outdoor Education Digital Media Procedures*.



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### 3.18. Maintain high standards of performance

Each Staff member must:

- Maintain and enhance their skills and expertise;
- Participate in all training provided by the School;
- Keep up-to-date knowledge of developments within their field of work;
- Maintain currency of their professional registrations and competence through appropriate professional development or learning experiences;
- Maintain high standards of performance; and
- Focus on delivering exceptional service to students, parents/guardians, colleagues, members of the wider School community and members of public.

When travelling or entertaining on School business, Staff must be familiar and comply with the *Travel and Entertainment Policy and Procedure*.

### 3.19. Cocurricular activities

Staff members who are involved in cocurricular activities must:

- Provide guidance and stewardship to students commensurate with their expertise;
- Promote students' personal growth (by assisting learning and development of interpersonal skills, character, moral and social progress);
- Act as an excellent role model to students;
- Promote good sportsmanship and representation of the School;
- Demonstrate efficient organisational skills;
- Care for students;
- Engage with parents/guardians where appropriate; and
- Appropriately manage and coordinate the relevant cocurricular activity (having regard to their role and responsibilities).

### 3.20. Use of tobacco, alcohol, illegal drugs and medication

Staff members must not be under the influence, or in possession, of alcohol or illegal drugs during working hours, or at any other time while they have responsibility for students including outside School hours (for example, while on School tours, excursions, or camps).

Staff members may be permitted to consume alcohol at certain School organised functions and sanctioned School events (for example, a Staff Christmas party or networking event). In such cases, Staff members must ensure that they consume alcohol responsibly.

Staff members must not, under any circumstances, consume alcohol while they are responsible for the supervision of students.

Subject to the School's *Medication Policy and Anaphylaxis Procedures and Guidelines*, Staff members must not provide students with alcohol or drugs (whether legal or illegal) or encourage or condone the illegal use of alcohol or drugs (including underage drinking).

Staff members must not misuse over the counter or prescribed medication and must ensure that their use of such medication does not adversely affect their work performance or endanger the health and safety of others.



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Staff members must not smoke on School premises or nearby areas (for example, the School bus stop), at School related activities / events or at any other time when they have responsibility for, or contact with, students.

Staff members must enforce and comply with the *Drugs Education and Management Policy and Procedures*.

### 3.21. Standards of dress

Dress, personal appearance and hygiene are essential elements of professional presentation. Staff must ensure that they are appropriately presented having regard to their position and duties.

Without limiting the foregoing, Staff must not wear:

- Thongs, singlets, revealing clothes (including by exposing any undergarments) or clothes with inappropriate or offensive slogans;
- Shorts, unless the Staff member is a physical education teacher or is participating in an approved School activity where the wearing of shorts is appropriate, such as a sports carnival; or
- Casual attire such as t-shirts or jeans, unless participating in an approved School activity where the wearing of such garments is appropriate, such as a School camp.

Male Staff members (including Staff members who identify as male) must wear ties and collared shirts where practicable.

If working in laboratories or workshops, Staff members must wear appropriate personal protective equipment, including closed-in footwear, at all times.

A Staff member may only wear athletic or outdoor clothing or shoes if:

- The Staff member is a physical education teacher;
- The Deputy Headmaster People and Culture has granted an exemption for a specific activity or based on the Staff member's individual needs;
- The Staff Member is working in a playground area; or
- Other clothing or shoes are inappropriate or may be hazardous, having regard to the circumstances (for example, during field trips).

## 4. Breaches of the Code

As persons who hold special positions of trust and authority within the School community, all Staff members are accountable for their actions.

Where in the opinion of the Headmaster or the Board of Trustees, as appropriate, there has been a breach of this Code, disciplinary or other action may be taken, up to and including termination of the Staff member's employment or other relationship with the School.

Any determination about whether there has been a breach of this Code will be made by the Headmaster or the Board of Trustees, as appropriate, in accordance with any other relevant School policies and procedures, and after considering all the circumstances, including any explanation provided by the Staff member involved. The Headmaster or the Board of Trustees, as appropriate, may commission an investigation, internally or externally, in relation to an alleged breach of this Code.



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If a Staff member has a reasonable concern that another Staff member has or intends to breach the Code, he or she must immediately discuss the matter with his or her supervisor or other appropriate senior Staff member (for example, the Headmaster or another member of the Senior Leadership Team) and consider whether the matter is also reportable under the *Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy)*.

The School has legislative obligations to notify breaches (including suspected breaches) of this Code to external agencies such as the police, Queensland College of Teachers, Child Safety Services and the Crime and Corruption Commission.

### 5. Related Documents

- Anaphylaxis Procedures and Guidelines
- Anti-Discrimination Policy
- Assessment Policy
- Behaviour Development Policy and Procedure (Teachers)
  - Behaviour Development Policy and Procedures (Teachers): Communication Record (*internal School procedure for staff*)
  - Behaviour Development Policy and Procedures (Teachers): Operational Procedures for responding to serious breaches of the Code of Expectations and Behaviour (Students) (*internal School procedure for staff*)
- Bullying Policy
  - Bullying Policy: Operational Procedures for Responding to Bullying (*internal School procedure for staff*)
- Change Room Supervision Procedures for Staff (*internal School procedure for staff*)
- Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy)
  - Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy): Operational Procedures for Responding to Students at Risk of Self-Harm (*internal School procedure for staff*)
  - Child Protection Procedures for Reporting Harm (Parents and Students)
  - Child Protection Procedures for Reporting Harm (Staff) (*internal School procedure for staff*)
  - Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Boarding Students
  - Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Occasional Staff / Volunteer
  - Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Parents
  - Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Parents of Boarders
  - Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy): Creating a Safe School Environment – Students
  - Child Protection and Reporting Policy (and Child Safeguarding and Risk Management Strategy): Creating a Safe School Environment - Visitors
- Code of Expectations and Behaviour (Students)



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- Complaints Policy (Parents and Students)
- Complaints Policy (Staff)
- Conflict of Interest Policy
- Counselling Policy
- Delegation Policy
- Drugs Education and Management Policy and Procedures
- Explicit Sexual Material Policy
  - Explicit Sexual Material Policy: Operational Procedures for Responding to Explicit Sexual Material (*internal School procedure for staff*)
- Gifts and Benefits Policy
- Harlin House Tutor Handbook (*internal School procedure for staff*)
- ICT Use Policy
- Inclusive Education Policy for Students with Disabilities
- Information Security Policy
- Manual Handling Policy
- Medication Policy
- Outdoor Education Digital Media Procedures
- Policy for Dealing with a Complaint of Corrupt Conduct of the Chairman of the Board of Trustees
- Privacy Policy and Standard Information Collection Notice
- Procurement Policy
- Risk Management Policy (Trustees and SLT) (*internal School procedure for SLT and Board of Trustees*)
- Risk Management Policy (Staff)
  - Risk Management Framework
- Recruitment and Selection Policy
- Sexual Harassment Policy
- Social Media Policy
- Tour Policy (including Overnight Excursion)
- Traumatic Incident Policy \*
- Travel and Entertainment Policy and Procedure
- Whistleblowing Policy
- Work, Health and Safety Policy
- Workplace Gender Equality and Diversity Policy
- Workplace Harassment Policy
- Workplace Rehabilitation Policy and Procedures

\* And any other document published by the School in relation to Crisis Management.

## 6. Contact Information

If you have any questions regarding this document, please contact:

- Deputy Headmaster People and Culture:  
[people.culture@brisbanegrammar.com](mailto:people.culture@brisbanegrammar.com) or 07 3834 5200; or
- Human Resources:[humanresources@brisbanegrammar.com](mailto:humanresources@brisbanegrammar.com) or 07 3834 5200.



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### 7. Policy Management

The School may, from time to time, review and update this document to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

Document Title	Code of Conduct (Staff)
Author	Deputy Headmaster People and Culture
Version	V2.5 2021-09
Date	6 Aug 2021

#### Document Control

Version	Description	Date
V1.1	Deputy Headmaster – Staff, E Roper Corrs Chambers Westgarth (13672593/1)	July 2015
V1.1	Standardise Format: L Dunstan	29 May 2019
V2.0	Corrs Chambers Westgarth 3478-4462-3629v2	Feb 2020
V2.0	Corrs Chambers Westgarth 3478-4462-3629v3	Mar 2020
V2.0	Corrs Chambers Westgarth 3478-4462-3629v5	Apr 2020
V2.1	Corrs Chambers Westgarth 3465-0778-7538v1	Nov 2020
V2.2	Deputy Headmaster People and Culture (Ed Roper), and Deputy Headmaster and Head of Senior School (David Carroll)	Mar 2021
V2.3	SLT Review	31 Mar 2021
V2.4	Approved: Board of Trustees	13 May 2021
V2.5	Review (ACF) – Corrs Chambers Westgarth, Leanne Dorricott 3443-1531-4709v1	6 Aug 2021
V2.5	Approved: Deputy Headmaster People and Culture (Ed Roper), and Deputy Headmaster and Head of Senior School (David Carroll)	6 Aug 2021

#### Distribution

Version	Recipient	Date
V2.4	BGS (MyGrammar and Website)   BGS Staff Announcement	25 May 2021
V2.5	BGS (MyGrammar and Website)   BGS Staff Announcement	10 Sep 2021



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### Annexure A - Brisbane Grammar School's Core Values

#### Endeavour

To be successful, BGS Staff members:

- Strive for personal best;
- Are achievement focused;
- Are reliable;
- Are resourceful;
- Are persistent and resilient; and
- Are organised.

#### Learning

To be successful, BGS Staff members:

- Are focused on improvement;
- Use data to inform decision making and/or problem solving;
- Make appropriate judgements and accept responsibility for judgements;
- Are open minded, professionally curious, and flexible;
- Use effective thinking skills;
- Are future orientated;
- Are insightful and manage their own development; and
- Are strategically agile.

#### Respect

To be successful, BGS Staff members:

- Negotiate and influence skilfully;
- Provide feedback to others with positive intent;
- Are interpersonally sensitive;
- Adhere to established school processes;
- Demonstrate integrity; and
- Value the experience, perspectives, and opinions of others.

#### Leadership

To be successful, BGS Staff members:

- Contribute to the organisation and development of the School's work culture;
- Contribute to the development of other team members;
- Manage resources appropriately;
- Engage with the community;
- Develop self;
- Supervise others as appropriate; and
- Role model BGS values and behaviours.

#### Community

To be successful, BGS Staff members:

- Are collaborative and behave in ways that are consistent with the Code of Conduct (Staff);
- Support others and contribute to the larger team;
- Communicate in a clear, confident, and articulate manner; and
- Build professional relationships with colleagues.