



Code of Conduct

Table of Contents

Introduction	2
Who does the Code apply to?	2
What are my responsibilities?	2
Guiding Statements.....	3
Purpose	3
Scope	3
General Principles	4
Acting with honesty and integrity	4
Acting with professionalism	4
Acting Safely	5
Cultural Safety and Inclusion	5
Maintaining Professional Boundaries with Students	6
Alcohol, Tobacco, Vaping and Drug Use	7
Reporting and Compliance	9
Early Learning Centre – Digital Safety & Incident Management.....	9
Acting in compliance with requirements and obligations.....	9
Reporting Breaches	10
Breaches	11
Supporting/related documents.....	11
Policy Review Details.....	12
Record Keeping	12

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Introduction

The purpose of the Code of Conduct (The Code) is to communicate the School's behavioural expectations and to underpin a shared understanding of what is and is not considered acceptable practice

The Code is designed to run in parallel with the School's commitment to Safeguarding Children. As such, it should be read in combination with:

[Safeguarding Children Policy](#)

[Safeguarding Practices and Behaviour Guidelines and Procedures.](#)

[Workplace Behaviour Policy](#)

The Code reflects the philosophy and principles of the National Principles for Child Safe Organisations, the Child and Youth Safe Organisations Framework, and the Universal Principle for Aboriginal Cultural Safety. It is also intended to support the School's commitment to human rights by reflecting the Tasmanian Charter of Human Rights and Responsibilities, the Child and Youth Safe Organisations Act 2023, the Tasmanian Anti-Discrimination Act 1998, and the Work Health and Safety Act 2012, and to inform the active implementation and promotion of human rights within the School.

Who does the Code apply to?

The Code applies to all personnel at the School (including paid and unpaid personnel, volunteers, contractors, consultants and Board Members). It informs and shapes the policies of the School and is itself informed by Tasmanian and national legislation.

What are my responsibilities?

Take the time to read and understand the Code of Conduct. If any part of it is unclear or you need further guidance, it is your responsibility to seek support. Please speak with your manager or the Risk & Compliance Manager if you have questions.

Your commitment to upholding the principles and responsibilities outlined in this document is essential to maintaining our professional, safe, and respectful school environment.

Guiding Statements

St Michael's Collegiate School is a learning community based on the Christian faith that values its people, its place and its potential.

Our Vision: To empower every student to embrace the fullness of life.

Our Purpose: To learn bravely, together.

Our Values: Courage, Integrity and Compassion.

Our Motto: Beati Mundo Corde from Matthew 5:8-10 translates as 'blessed (are those) with a pure heart'.

Purpose

The aims of our Code are to:

- a. ensure that we understand our obligations and do not engage in behaviour that breaches the Code;
- b. provide a framework for all of us to make decisions and engage in behaviours that are ethical and appropriate for our school;
- c. reflect our school's values of Courage, Integrity and Compassion;
- d. outline our expectation of the highest standards of ethical conduct;
- e. ensure a physically and psychosocially safe environment for everyone at our school; and
- f. recognise that we are all responsible for our own behaviour.

Scope

Our Code applies to personnel, Board members, contractors and volunteers at our school in relation to:

- a. behaviour at our school;
- b. the performance of work for or in connection with our school; and
- c. conduct outside our school or working hours if the acts or omissions:
 - i. are likely to cause serious damage to working relationships at our school;
 - ii. are incompatible with an individual's duty to our school; or
 - iii. damage or are likely to damage our school's interests or reputation.

General Principles

Acting with honesty and integrity

We must act with honesty and integrity. We consider that this is fundamental to maintaining the respect and confidence in our school.

To apply these principles we must:

- treat everyone at our school (including visitors and parents) with honesty, respect and courtesy;
- not engage in any corrupt or fraudulent conduct;
- not take improper advantage of our positions in order to obtain a benefit for others or ourselves;
- report dishonest, unethical, corrupt or fraudulent behaviour or maladministration by anyone at our school;
- not seek or accept any money or benefit for ourselves from a third party in connection with the operations of our school;
- only use school funds, resources or property to perform our role and not for personal benefit unless authorised in writing by the Principal;
- not use donations or discounts provided for the benefit of the school or students for personal gain;
- not offer or accept a gift that breaches our [Gifts and Benefits Policy](#);
- avoid and declare conflicts of interest and comply with our [Conflicts of Interest Policy](#);
and
- encourage and support good faith reporting of breaches of our Code without retribution.

Acting with professionalism

We must act professionally. We consider that professionalism fosters and preserves reputations as individuals and that of our school.

To apply this principle we must:

- work co-operatively as a team and treat everyone at our school with respect and dignity;
- exercise diligence, best endeavours, integrity and sound judgment when carrying out our duties or providing services;
- perform our duties to the best of our ability and ensure work is carried out efficiently and effectively;
- maintain professional relationships and boundaries;
- not engage in or tolerate behaviour that breaches our Code;
- support, and not publicly criticise, decisions of our school;

- not make unauthorised statements or commitments on behalf of our school;
- act in a professional and respectful way that enhances our own professional reputation and the reputation of our school;
- commit to equality, inclusion and diversity; and
- ensure that our presentation is professional and appropriate for our role and as a representative of our school.

Acting Safely

We must act safely. We recognise the importance of ensuring that our actions, or failure to act when we need to, could impact on the physical and psychosocial safety of others.

To apply this principle we must:

- behave in a way that promotes the safety, welfare and well-being of others at our school and in our school community;
- take reasonable care for our own psychological and physical health and safety;
- take care not to adversely affect other people's health and safety;
- comply with and promote our safeguarding children policies, procedure, guidelines and strategies, including consideration of how and when we communicate, in person, or via electronic means;
- comply and co-operate with health and safety policies and procedures and other reasonable health and safety instructions including adhering to the [Consumption of Alcohol Policy](#); and
- not bully, discriminate, sexually harass, engage in sex-based harassment or sexual misconduct, create a hostile work environment, or victimise;
- in all interactions with students comply with our [Safeguarding Practices](#) and [Workplace Behaviour Policy](#).

Cultural Safety and Inclusion

We commit to fostering a culturally safe and inclusive environment for all members of our community, including Aboriginal and Torres Strait Islander students, families, and personnel.

All personnel must act with cultural humility, show respect for Aboriginal cultures and perspectives, and reflect on the impact of their behaviours and language.

Inappropriate conduct that undermines cultural safety, including racially biased or dismissive behaviour, is not tolerated and may constitute a breach of this Code.

Maintaining Professional Boundaries with Students

In conjunction with the [Safeguarding Practices and Behaviour Guidelines and Procedures](#), expectations regarding acceptable and unacceptable behaviour are outlined as follows;

Acceptable Behaviour.

Personnel must at all times:

- Treat students with respect, courtesy, and fairness, in accordance with the school's values and relevant child safety policies.
- Maintain professional boundaries in all interactions, whether in person, online, or via other forms of communication.
- Support the safety, participation, and empowerment of all students, including those with diverse needs or from vulnerable groups.
- Follow our [Mandatory Reporting Policy](#) and report any concerns about a child's safety or wellbeing to the Principal or your Line Manager officer immediately. The Mandatory Reporting Policy includes the School's reporting form. Reporting incidents of physical and sexual abuse to regulatory authorities must be within 24 hours.
- Ensure that any physical contact with a student is appropriate, non-exploitative, and necessary for the student's learning, safety, or wellbeing.
- Use school-approved communication channels when contacting students for school-related matters.

Unacceptable Behaviour.

Personnel must not:

- Engage in, encourage, or condone any form of sexual, romantic, or intimate relationship with a student, or any conduct that could be perceived as grooming.
- Initiate, respond to, or encourage any sexualised communication with a student, including via social media, email, text, or other messaging platforms.
- Socialise with students outside school-related activities in ways that could be seen as developing an inappropriate relationship.
- Use language or behaviour towards a student that is degrading, abusive, discriminatory, intimidating, or of a sexual nature.

- Show favouritism or form close personal relationships with students that could be perceived as grooming or exploitation.
- Communicate with a student through personal social media accounts or personal messaging channels.
- Use physical contact that is sexual, unnecessary, or otherwise inappropriate.

Relationships

Personnel are not permitted to engage in romantic, intimate, sexual or sexualised relationships with current students or a former student within two (2) years of that student leaving the School.

In rare and limited circumstances — for example, involving young support personnel— any such relationship must be declared in writing and approved by the Principal before the individual can continue in, or return to, any role involving contact with students.

Relationships outside of such exceptions may still be considered inappropriate or illegal and may (at the discretion of the Principal) result in investigation and/or disciplinary action up to and/or including dismissal as applicable where professional boundaries have been exceeded.

Alcohol, Tobacco, Vaping and Drug Use

The use, possession, and influence of alcohol, tobacco, vaping products, and drugs must be managed in accordance with the law, duty of care, and the values of our school. This section sets out conduct expectations with specific provisions for those working in the Early Learning Centre (ELC).

Early Learning Centre – Zero Tolerance Environment

Personnel working in the ELC must ensure that the environment is free from:

- Tobacco and smoking-related materials
- Vaping devices or substances (regardless of contents)
- Alcohol
- Illicit drugs
- Non-medical use of prescription or over-the-counter drugs

Requirements:

- Personnel must not attend work under the influence of any substance (including cannabis or prescription medication) that may impair their

capacity to care for children or carry out their duties safely and professionally.

- For personnel working in or around the Early Learning Centre, possessing prohibited substances including tobacco or vaping devices is strictly prohibited within the ELC premises and grounds, including all indoor areas, outdoor learning spaces, and any service-controlled vehicles.
- Smoking or vaping must not occur in any location where ELC children, families, or visitors may be present or may observe the conduct. For the purposes of this policy, 'may observe' includes being within line of sight of any part of the ELC building or outdoor learning environment. This includes, but is not limited to, drop-off and pick-up zones, pathways, and other areas regularly used by ELC children and families.
- Any breaks, including for smoking or vaping, must be taken during allotted break times.

Broader School Environment

For all personnel working across the School, not in or near the ELC, the following standards apply:

Alcohol

- Alcohol must not be consumed during work hours or at any school event where personnel are supervising students. For specific details on the conditions and requirements on the consumption of alcohol, refer to the School's [Consumption of Alcohol Policy](#).
- Alcohol may only be consumed at official school functions with the prior approval of the Principal.

Tobacco and Vaping

- Personnel must not smoke or vape at any School event or function, or in any location where students are present or may observe the conduct. For the purposes of this policy, 'may observe' includes being within line of sight of any part of the School grounds.

Drugs and Medications

- The possession or use of illicit drugs is prohibited and will be treated as a serious disciplinary matter.
- Personnel must only use prescription or over-the-counter medications in a way that does not impair their ability to carry out their professional duties.

- Any concerns about the ability to perform duties safely while medicated must be discussed confidentially with a manager, senior leader or HR representative.

Reporting and Compliance

In serious cases (e.g. possession of illicit substances), the School may notify Tasmania Police or other relevant authorities.

Early Learning Centre – Digital Safety & Incident Management

Personnel working in the Early Learning Centre must adhere to specific protocols regarding the use and storage of personal digital devices (such as mobile phones, smartwatches, or tablets) during work hours. Personal devices must not be used to take images, videos, or audio recordings of children, nor should they be accessed in spaces visible to or accessible by children, including during rest periods or while supervising play. These requirements are detailed in the [ICT Acceptable Use Policy](#), which must be read in conjunction with this Code.

Acting in compliance with requirements and obligations

We must act in the spirit and intent of the law and our policies and procedures.

To apply this principle we must:

- familiarise ourselves and comply with our policies and procedures and the law as it applies to our roles;
- act in accordance with our;
 - Vision – To empower every student to embrace the fullness of life;
 - Purpose – To learn bravely, together; and
 - Values – Courage, Integrity and Compassion
- do everything reasonably practicable to protect Students and Children from foreseeable harm in accordance with the [Safeguarding Children policy](#); and
- comply with all reporting obligations in accordance with the [Mandatory Reporting Policy](#), noting that any suspected instance of physical or sexual abuse must be reported to the Principal and the relevant regulatory authority within 24 hours of becoming aware of the concern;
- in our roles as teachers, teacher aides, early learning educators and other persons who have direct contact with students, understand and exercise our duty of care to

students and children including when in physical contact with children and young people, when providing positive guidance, supervision on campus and for overnight stays, transportation and when taking and using photographs and images of children as outlined in the [Safeguarding Practices and Behaviour Guidelines and Procedures](#).

- comply with all lawful and reasonable directions;
- only act within our authority; and
- if we are unsure about how to do the right thing, ask for advice or permission and take steps to make sure our decisions and actions will withstand scrutiny.

Respect privacy and do not misuse information

We must maintain privacy and the proper use of information (public or personal). We recognise that this is critical to building and maintaining trust and confidence in our school.

To apply this principle we must:

- not disclose confidential information to any person or entity without the prior written consent of the Principal, except where required by law;
- disclose, if required by the law (including mandatory reporting requirements for child welfare matters), confidential information (but not more than is necessary to discharge our legal obligations), to the relevant authority in a manner that is accurate and truthful. Before disclosures are made, and if permitted by law we will advise, to the extent permitted by law, the Principal about the pending disclosure;
- not use confidential information for the purpose of directly or indirectly obtaining personal gain or another benefit;
- only access confidential information for authorised work-related tasks and only to the extent necessary;
- not encourage others to disclose confidential information, personal information or privileged information;
- ensure the secure collection, storage and disposal of confidential information and personal information; and
- comply with our [Privacy Policy](#).

Reporting Breaches

We are all required to report any known or suspected breaches of this policy as follows:

For a breach by:

- a. personnel, volunteer or contractor, (other than the Principal), the report must go to the reporting person's manager/supervisor, or another manager/supervisor; and
- b. the Principal or a member of the Board other than the Chair of the Board, the report must go to the Chair of the Board.
- c. the Chair of the Board, the report must go to the Bishop.
- d. as otherwise required or permitted by law.

Breaches

If you engage in breaches of this Code or our policies or procedures you may be subject to appropriate disciplinary action in accordance with the [Disciplinary Policy](#) and the [Disciplinary Procedure](#) (for employees), or removal from the workplace, Board or termination of services (for contractors, board members or visitors).

Breaches may also be unlawful exposing individuals to legal proceedings and may be reported to Tasmania Police.

Supporting/related documents

[Conflicts of Interest Policy](#)

[Consumption of Alcohol Policy](#)

[Disciplinary Policy](#)

[Disciplinary Procedure](#)

[Gifts and Benefits Policy](#)

[ICT Acceptable Use Policy](#)

[Mandatory Reporting Policy](#)

[Privacy Policy.](#)

[Safeguarding Children policy](#)

[Safeguarding Practices and Behaviour Guidelines and Procedures](#)

[Workplace Behaviour Policy](#)

Policy Review Details

Date	Version	Description of changes
August 2025	6	Within Safety, addition of <ul style="list-style-type: none">- Acceptable and Unacceptable Behaviours.- Relationships- Alcohol, Tobacco, Vaping and Drug Use- Early Learning Centre – Digital Safety & Incident Management- Update to 24h reporting requirement for physical or sexual abuse.- Reference to Universal Principal for Aboriginal Cultural Safety. Inclusion of introduction, supporting documents list and record keeping.

Record Keeping

This policy is to be retained for a period of three (3) years, until its next scheduled review, unless legislative or organisational change require an earlier review.

The most recent version of this policy is found on myCollegiate and our [Website](#).

Printed copies of this policy are considered uncontrolled and may not reflect the most current version.