

## Code of Conduct

### 1. Purpose

This Code of Conduct sets out standards for all employees and contractors regarding the conduct expected of them while working for Cornish College. The College is committed to ensuring a respectful workplace that is safe, positive and supportive for all members of the College community.

### 2. Scope

The Code of Conduct applies to adult members of the Cornish College community that undertake child-connected work, this includes staff, contractors and volunteers (including parents). The application of this Code is not limited to the normal place of work and work hours. It extends to all functions and events that are work-related and when representing or acting on behalf of the College.

All staff and contractors need to be aware of and comply with their professional code of conduct (where applicable) as well as the provisions of this Code. Nothing in this code is expected to require an individual to breach their relevant professional code.

### 3. Principles of the Code

#### 3.1. We are committed to the core values of respect, compassion, integrity and responsibility

It is expected that those bound by this Code will:

- Treat others with dignity and respect
- Conduct themselves as an appropriate role model and maintain high standards of personal conduct at all times
- Never unlawfully harass, bully, victimise or discriminate against any person (adult or student) on the basis of personal attributes including aboriginality, ethnicity, disability, age, gender, race, religion, political affiliation, marital status or sexual preference
- Not tolerate behaviour that a reasonable person would consider offensive, intimidating, humiliating, aggressive, threatening or abusive
- Acknowledge and respect the authority of the College Council and Principal
- Use all of the College's systems and equipment appropriately and observe the acceptable and appropriate use of all electronic and digital devices
- Never treat anyone unfavourably because they have brought a genuine complaint of improper behaviour

Unacceptable conduct includes, but is not limited to:

- Theft, fraud or misappropriation or misuse of College funds or resources
- Any form of physical violence including fighting, assault or threats of violence
- The use of inappropriate or profane words or gestures and images

- Smoking within the College precinct or within a radius of the College's operation that would reasonably link the individual to the College (unless authorised by the Principal)
- Consuming alcohol within the College precinct or within a radius of the College's operation that would reasonably link the individual to the College (unless authorised by the Principal)
- Attending work, social, sporting or other functions as a representative of the College while affected by adverse effects of alcohol or illicit drugs (thereby placing the individual and others at risk)
- Touching, handling, pushing or otherwise physically engaging with students or others in a manner which is not wholly necessary and consistent with the inherent pastoral requirements of the role
- Developing a "special" relationship with a child or young person that could be seen as favouritism or inappropriate
- Social or professional visits to a student in his or her home without consent of the student's parents and without previously seeking the approval of the Head of School as applicable, and only on business related to the College
- Socialising with students in person or via social networking media or similar technology except where authorised by the College

### **3.2. We are committed to child safety**

It is expected that those bound by this Code will support the safety, participation, wellbeing and empowerment of children by:

- Complying with the Cornish College Child Safe Policy and upholding the statement values which includes zero tolerance for child abuse
- Taking all reasonable steps to protect children from abuse
- Promoting the cultural safety, participation and empowerment of all children, particularly Aboriginal children, children with a disability and children with racial, ethnic, linguistic, same-sex attracted, intersex or gender diverse backgrounds
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- Reporting any child safety concerns to the College leadership
- Reporting any allegations of child abuse in line with the College's Mandatory Reporting Policy
- Quickly ensuring child(ren) are safe in the event that an allegation of child abuse is made
- Reporting 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 to the Victorian Institute of Teaching

**If you believe a child is at immediate risk of abuse phone 000.**

### **3.3. We respect and maintain confidentiality and privacy**

It is expected that all members of the College community will:



- Only share private or confidential information held by the College, either online or otherwise, to other staff or members of the College community where it is legitimately required for them to undertake their role
- Collect, use, maintain and destroy information, particularly personal or sensitive information, in accordance with legislation and applicable College policy
- Never disclose any information about Cornish College that is not already public knowledge without the appropriate authority to do so

**3.4. We avoid and manage conflicts of interest**

It is expected that all members of the College community will:

- Be aware of potential, perceived or actual conflicts of interest and disclose them immediately to the Principal or Business Manager
- Never accept any gift, reward or entertainment if it could create an obligation or expectation, or could be perceived to create an obligation or expectation, that would be in conflict with your role at the College
- Maintain an arm’s-length relationship when dealing with students, parents and suppliers, particularly recognising the need to maintain a professional (not personal) relationship with students

**3.5. We comply with the requirements of the law, this Code and College policies and procedures**

It is expected that all members of the College community will comply with all relevant laws, regulations, policies and procedures. Any actual or suspected breaches of this Code, any law, regulation, policy or procedure should be honestly reported.

**4. BREACH**

A breach of this Code of Conduct may be considered misconduct and depending on an investigation of the circumstances, may result in disciplinary action. Any concerns about the conduct covered by this policy should be raised with a member of the College Executive Leadership Team.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this Code to a member of the College Executive Leadership Team.

I agree to adhere to this Code of Conduct:

Name: .....

Signature: .....

Date: .....