Lowther Hall

ANGLICAN GRAMMAR SCHOOL

All about the girl

Code of Conduct

(Staff and Volunteers)

Date of last review:	2025
Review cycle:	2 yearly
Review and approval responsibility:	Executive – School Board
Category:	Human Resources
VRQA required:	Yes
Locations:	O Drive, LowtherLink, BoardPro & Website

CODE OF CONDUCT (STAFF & VOLUNTEERS)

1. CONTEXT

This Code sets out the standards for the way we conduct ourselves at Lowther Hall Anglican Grammar School. All staff and volunteers are expected to abide by this code.

The Code is supported by the School's policies and procedures and underpinned by the School's Values Statement. It is informed by and reflective of the Qualities of a Lowther Hall Girl, Teacher, Support Staff Member and School Board Member.

The Code also supports legislation and regulations designed to keep children safe, including:

Victorian Government Acts

- Child Wellbeing and Safety Act 2005 (Vic) (the Act).
- Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)
- Child Wellbeing and Safety Amendment (Child Safe Standards Compliance and Enforcement) Amendment Act 2021 (Vic)
- Children Legislation Amendment (Reportable Conduct) Act 2017 (Vic)
- Children, Youth and Families Act 2005 (Vic).
- Crimes Act 1958 (Vic)
- Crimes Amendment (Grooming) Act 2014 (Vic)
- Crimes Amendment (Protection of Children) Act 2014

Other regulatory instruments and reports

- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards 2021.
- Ministerial Order 1359 July 2022 (Vic) – Managing the Risk of Child Abuse in Schools and Boarding Premises.
- Betrayal of Trust Report 2014 (Vic)
- National Principles for Child Safe Organisation, Australian Human Rights Commission, 2018 and adopted by the Council of Australian Governments in February 2019.
- Victorian Child Safe Standards, July 2022.

2. SCOPE

2.1 To whom does this Code apply?

This Code applies to all staff, School Board members, contractors and volunteers (including parents). Some individuals will also be members of a recognised professional body (such as teachers, psychologists, etc.) with their own professional codes of conduct which must also be adhered to. Nothing in this Code should require any individual to breach their relevant professional code.

2.2 When does this Code apply?

The Code of Conduct applies whenever an individual would reasonably be expected to be identified as a member of the Lowther Hall community. This may include occasions outside working hours and off-campus, including online activities.

3. SANCTIONS: WHAT HAPPENS IN THE EVENT OF A BREACH OF THIS CODE?

3.1 In cases where a staff member or volunteer does not act in accordance with this Code of Conduct in person, in or outside of the school grounds, during a phone call, via email or through another media platform with a member of the School Community, the member of the School Community may take one of the following actions:

3.1.1 request that the staff member or volunteer cease their inappropriate communication in order to allow appropriate communication to proceed;

3.1.2 inform the staff member or volunteer that unless the inappropriate communication ceases, the community member may put an end to the phone call, meeting or discussion;

3.1.3 request another person be present for the remainder of the meeting, if deemed necessary to proceed; and/or

3.1.4 lodge a complaint against the offending staff member or volunteer in accordance with the School's Complaints Policy.

3.2 With these guidelines in place it is hoped that all community members can appropriately direct their concerns and contribute to a harmonious School community that reflects the School's values.

3.3 The consequences for breaches of this Code of Conduct will be determined by the Principal and for teachers will comply with the provisions set out in the Lowther Hall Enterprise Agreement.

Consequences may include the following:

- Requirement to participate in a formal meeting
- Written warning
- Termination of Employment

4. THE CODE

4.1 Core Principles of the Code

This Code of Conduct is informed by the School's Values Statement and built on 6 principles:

1. We highly value child safety and have zero tolerance for child abuse
2. We treat others with respect, value difference and strive for a safe working environment
3. We act in the School's best interests and value its reputation
4. We minimise, declare and manage conflicts of interest
5. We respect and maintain confidentiality and privacy
6. We comply with the requirements of the law, professional obligations, this Code and the School's policies and procedures

4.2 Expected Behaviours

In order to comply with this code, all staff members, volunteers and members of the School Board are expected to demonstrate the behaviours outlined below

4.2.1 We highly value child safety, the empowerment of girls, student voice and have zero tolerance for child abuse[1]. All staff, School Board members, contractors and volunteers (including parents) of Lowther Hall are responsible for supporting the safety, empowerment, participation and well-being of children by:

- Complying with the School's Child Safe Standards and Mandatory Reporting of Child Abuse Policy
- Complying with the School's policies relating to racism, harassment, bullying and discrimination
- Following the School's risk management procedures
- Listening and responding to the views and concerns of students
- Fostering opportunities for student voice to be heard and for students to be empowered
- Promoting cultural safety and participation from students of all abilities, backgrounds and orientations
- Being sensitive to cultural norms when interacting with staff and students from diverse cultural backgrounds, including students and staff visiting from overseas or when participating in overseas study tours
- Supporting and being sensitive to the needs of vulnerable children, including:
  - students with disability
  - students from culturally and linguistically diverse backgrounds
  - students who are unable to live at home
  - international students
  - lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students
  - First Nations students.

---

[1] **child abuse** includes:

a) any act committed against a child involving –

i. a sexual offence; or

ii. an offence under section 49B(2) of the *Crimes Act 1958* (grooming); and

b) the infliction, on a child, of –

i. physical violence; or

ii. serious emotional or psychological harm; and

c) serious neglect of a child.

- Proactively bringing to the attention of the School's leaders any situation of concern about child safety as per the processes set out in the Child Safe Standards and Mandatory Reporting of Child Abuse Policy
- Avoiding or exercising caution in any of the following circumstances:
  - Being alone with a child in a space that is hidden from view
  - Unnecessary physical interaction with a student
  - Special treatment or favouritism of a student (especially involving gifts)
  - Engaging in open discussions of a mature adult and personal nature
  - Using inappropriate language
  - On-line contact via social media

4.2.2 We treat others with respect, value difference and strive for a safe working environment. All staff, School Board members, contractors and volunteers (including parents) of Lowther Hall are responsible for promoting a safe and respectful workplace by:

- Complying with the Equal Opportunity and Respectful Workplace Policy
- Complying with the Occupational Health and Safety Policy
- Complying with the Emergency Management and Risk Management Policies
- Treating all people who come into contact with the School with dignity and respect
- Not discriminating against, harassing, sexually harassing, vilifying, victimising or bullying other employees
- Speaking out against behaviour that a reasonable person would consider offensive, humiliating, intimidating, including racism
- Following and supporting the complaints procedures within the School
- Not treating anyone unfavourably because they have brought a genuine complaint of improper behaviour.
- Promoting a safe working environment by proactively taking responsibility for health and safety and reporting any hazards, accidents, incidents (near misses), injuries and by following safe work practices.

4.2.3 We act in the School's best interests and value its reputation. All staff, School Board members, contractors and volunteers (including parents) of Lowther Hall are responsible for maintaining the reputation of the School by:

- Upholding and demonstrating the "Qualities of Lowther Hall Teacher/Support Staff Member/Board Member
- Complying with Acceptable Use of Information and Communication Technology Policy
- Acting as an appropriate role model for students in the maintenance of high standards of personal conduct and professional dress
- Considering the impact of verbal and written exchanges on the reputation of the School

4.2.4 We minimise, declare and manage conflicts of interest. All staff, School Board members, contractors and volunteers (including parents) of Lowther Hall are responsible for managing potential conflicts of interest by:

- Complying with the policy concerning students whose parents work at the School
- Complying with the School's Conflict of Interest Policy
- Being aware of potential, perceived or actual conflicts of interest and disclosing them as soon as possible to a relevant senior person
- Exercising caution in the acceptance of 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 their role at Lowther Hall
- Maintaining an arm's length relationship when dealing with suppliers and appropriate professionalism when dealing with students and parents.

4.2.5 We respect and maintain confidentiality and privacy. All staff, School Board members, contractors and volunteers (including parents) of Lowther Hall are responsible for maintaining confidentiality and privacy by:

- Complying with the School's Privacy Policy
- Complying with the School's Records Management Policy
- Complying with the School's Photograph and Video Policy
- Exercising discretion and care with all information
- Not sharing private or confidential information held by the School, either online or otherwise, to other staff or members of the School community unless it is legitimately required for them to undertake their role.

- Collecting, using, maintaining or destroying information, particularly personal or sensitive information, in accordance with legislation and applicable School policies or procedures.
- Not disclosing any information in relation to Lowther Hall or members of the Lowther Hall community that is not already public knowledge without the appropriate authority to do so.
- Following procedures associated with Child Safety Information Sharing

4.2.6 We comply with the requirements of the law, professional obligations, this Code and the School's policies and procedures. All staff, School Board members, contractors and volunteers (including parents) of Lowther Hall are responsible for ensuring that this is the case by:

- Complying with this Code and all relevant laws, regulations, policies and procedures.
- Honestly reporting any actual or suspected breach of this Code, or any law, regulation, policy or procedure.
- Maintaining VIT registration (teachers)

7. PROCESS FOR MAKING A COMPLAINT IN RELATION TO THIS CODE OF CONDUCT

7.1 The School takes seriously any issues that are brought to its attention. If an individual expresses their concerns to the School, they can expect to be treated with courtesy and respect in order to try to resolve the matter.

7.2 Complaints will be handled in accordance with the processes set out in the OH&S Policy and/or the Complaints Policy

7.3 Each situation will be considered individually in accordance with the School's Complaints Resolution Policies.

8. RELATED DOCUMENTS

- Acceptable Use of Information and Communication Technology Policy
- Child Safe Standards and Mandatory Reporting of Child Abuse Policy
- Code of Conduct (parents and community members)
- Complaints Policy
- Complaints Resolution Policy (parents and community members)
- Complaints Resolution Policy (staff & volunteers)
- Complaints Resolution Policy (students)
- Conflict of Interest Policy
- Employment Contract
- Equal Opportunity and Respectful Workplace Policy
- Lowther Hall Enterprise Agreement
- Occupational Health and Safety Policy
- OH&S Policy
- Photograph and Video Policy
- Privacy Policy
- Record Management Policy

9. APPROVAL

Changes to this code must be approved by the Executive Team and then endorsed by the School Board.

10. COMMUNICATION OF THE POLICY

The School will communicate the Code of Conduct (staff and volunteers) to all staff as part of their induction and every 2 years via an update on LowtherLink.

11. REVIEW

This Code of Conduct is reviewed at least every 2 years or after any significant child safety incident.