

PROFESSIONAL GUIDELINES FOR STAFF AT HILLBROOK

1.0 Why Have these Guidelines

The actions and attitudes of staff are vital to the enhancement of Hillbrook's culture which is founded on the core values of trust and respect. By maintaining the highest standards of professional behaviour and practice, a safe and challenging learning environment is created. Accordingly, there are opportunities for all learners to develop their potential and to foster and protect the culture of the school.

The Professional Guidelines for Staff highlight the standard of behaviour expected of all staff of the School thereby assisting staff to understand their responsibilities.

The guidelines support how we behave towards each other, our students, and the wider community. It also helps clarify how staff enact Hillbrook's Declaration of Rights and Responsibilities.

Guidelines cannot encompass all possible scenarios arising from employment at the School. They do provide a set of principles to support staff in making good decisions about behaviour, exhibiting fairness, impartiality, honesty and equity. The guidelines assist the School to safeguard public trust and confidence in the integrity and professionalism of all staff.

The guidelines are underpinned by the Australian Professional Standards for Teachers, and should be read in conjunction with associated School policies, procedures, workplace agreements and any relevant state or national legislation.

2.0 Scope

These guidelines apply to all employees of the School, including members of the School Leadership Team (SLT), the School Board and other committees. Volunteers and anyone holding honorary positions are expected to comply with the guidelines as a condition of their engagement with the School and are included within the definition of staff in these guidelines. All staff have a collective responsibility to support the guidelines in an open and respectful manner.

3.0 Context

Whilst these behavioural characteristics may often be obvious to staff, they are provided to ensure professional standards are not inadvertently jeopardised. In addition, the Education (Accreditation of Non-State Schools) Regulation 2001 requires written processes about the appropriate conduct of the School's staff.

A. RESPONSIBILITIES OF STAFF

A.1 General:

- A.1.1 Promote the wellbeing of students.
- A.1.2 Model professional and healthy relationships between all members of the community.
- A.1.3 Take a positive and proactive approach to reinforce and celebrate the professionalism of colleagues.
- A.1.4 Ensure they hold a current Certificate of Teacher Registration and/or Blue Card if required.
- A.1.5 Adhere to the *ACSQ Student Protection in Anglican Schools Policy and Procedures* and notify the Principal before making a report under the mandatory notification requirements.
- A.1.6 Adhere to all reporting and administrative guidelines.
- A.1.7 Present the School in a positive light to the community.
- A.1.8 Attend official School functions as required by their role.
- A.1.9 Follow the guidelines outlined in Hillbrook's policies in regards to computer use when accessing internet resources.
- A.1.10 Follow the guidelines outlined in the Staff Responsibilities During the School Day Policy.
- A.1.11 Neither supply, nor condone the use of, alcohol, tobacco or other drugs, to any student in their care.
- A.1.12 Not consume alcohol or any illegal drug at school camps or on excursions if deemed to be on duty.
- A.1.13 Respond to matters of concern directly, clearly, constructively and in a timely manner.

A.2 Relationships with students:

- A.2.1 Develop positive relationships with students.
- A.2.2 Accept that when congratulating a student, care should be taken to ensure that the student is comfortable with any physical contact initiated by the staff member.
- A.2.3 Accept that in caring for a student who is upset or distressed, extra care should be taken when initiating any physical contact as the student may feel unable to express any discomfort with physical touch.
- A.2.4 Accept that sometimes in ensuring duty of care, staff may be required to restrain a student from harming him or herself or others using reasonable force.
- A.2.5 Maintain at all times a professional relationship with students of the School. Social relations between staff and students can be problematic.

Staff should refrain from visiting students at their own home (without the expressed permission of the SLT).

- A.2.6 If required to spend time alone with a student, teachers must meet with that student in a space where they are clearly visible to passers-by. The door should be open and/or the interaction be clearly visible.
- A.2.7 Ensure when driving students in their car that parental consent is documented in advance. When needing to transport students unexpectedly staff should contact the SLT for authority to transport students. At all times, staff will consider the safety of the students as a first priority and make decisions with this understanding.
- A.2.8 Immediately inform a member of the SLT in the event of receiving a gift from a student that could be considered outside the usual custom.
- A.2.9 Ensure only appropriate electronic communication occurs with students.

A.3 Communication:

- A.3.1 Respect and adhere to the established lines of communication in the School.
- A.3.2 Be mindful of confidentiality when in discussion with parents. Staff can never guarantee confidentiality if the matter under discussion requires mandatory reporting.
- A.3.3 Refrain from speaking unprofessionally about others especially to students or parents.
- A.3.4 Present a courteous professional manner to students, parents, visitors and other staff members. Confrontation and criticism in public is to be avoided at all times.
- A.3.5 Use confidential information for the work-related purpose it was intended.
- A.3.6 Treat all matters discussed in staff meetings and staff communications with confidentiality.
- A.3.7 Ensure the media is given access to students or allowed entry to the school only with the permission of the SLT.
- A.3.8 Respond to parent communications including email in a timely and professional manner.
- A.3.9 Adhere to the Protocols for Electronic and Telephone Communication.

A.4 Training:

- A.4.1 All staff are required to attend professional development and training as relevant to their position. This includes mandatory student protection training as required each year.

B. CO-CURRICULAR

- B.1** Provide and demonstrate a positive attitude of encouragement and participation for all students in co-curricular activities.
- B.2** Promote an attitude that encourages being a good sport, involvement, commitment and self-discipline.

C. DUTY TO DISCLOSE

- C.1** Staff are required to report to the SLT any allegation of misconduct.
- C.2** Staff who are the subject of an Apprehended Violence Order or a Reportable conviction are required to immediately inform the SLT if they are in receipt of such an order or conviction.

D. DUTY OF CARE

Staff have a duty of care to students in their charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted and can be guided by the students' maturity and ability.

Duty of care to students applies during all activities and functions conducted or arranged by the School. The risks associated with any activity need to be assessed by preparation of a risk assessment and managed before the activity is undertaken.

Staff have a duty to be familiar with and enact the following activities and legal requirements:

- D.1** Work, Health and Safety legislation. Staff have a responsibility to take reasonable care for their own health and safety and that of others. Recognise that this is affected by both their actions and omissions.
- D.2** Emergency evacuation and lockdown procedures.
- D.3** Grounds supervision. Refer to Grounds Duty Supervision Guidelines Policy.
- D.4** Be familiar with the School's student protection policies.

E. DRESS

A reasonable and respectful standard of attire is expected of all staff during the daily activities of the school. The standard of attire should be in keeping with the professional nature of the position as well as the active role needed in a dynamic learning environment.

- E.1** Our presentation and grooming should at the least be at the level of smart casual formality we expect of our students.
- E.2** In the way we present ourselves we are expressing our respect for our students and modelling the kind of respect we expect from them.
- E.3** On more formal occasions, such as Celebration Evening, a more formal standard of attire is expected.

- E.4** Physical Education, Outdoor Education, Industrial Technology and Drama staff can wear appropriate attire in order to fulfill their duties.
- E.5** Workplace Health and Safety issues must be observed when working in laboratories, workshops, the Recreation Centre and whilst on duty outdoors.
- E.6** Culturally significant variations to these guidelines are to be discussed with the SLT.
- E.7** Refer to the Staff Dress Code policy for more guidance.

F. TEACHING

F.1 Supervision of Students:

- F.1.1 Arrive punctually to class and allocated supervisions.
- F.1.2 Arrive punctually and actively supervise in rostered grounds duty areas, which take precedence over other activities.
- F.1.3 Accurately record attendances at classes and extra-curricular activities as required.
- F.1.4 Alert to bullying or any other form of discriminatory behaviour, and report incidences to the appropriate staff member.
- F.1.5 Take reasonable care to ensure students are safe either within or outside of class.
- F.1.6 Take reasonable care to ensure the safety of students after the completion of any school activity in support of normal duty of care expectations.

F.2 Planning and Preparation:

- F.2.1 Use and maintain appropriate resources for the teaching program.
- F.2.2 Have thorough knowledge of the curriculum.
- F.2.3 Set program and lesson objectives based on the subject syllabus and work program.
- F.2.4 Plan and implement appropriate teaching strategies.
- F.2.5 Plan appropriate resource use.
- F.2.6 Ensure resources are filed appropriately and easily accessible, including unit plans, student profiles and assessment.
- F.2.7 Understand the intellectual copyright requirements for any resources or programs used while a staff member.

F.3 Classroom Teaching:

- F.3.1 Teach the course/year level objectives.
- F.3.2 Use appropriate teaching strategies.

- F.3.3 Maintain student behaviour to allow teaching and learning and sustain appropriate work habits.
- F.3.4 Maintain an interest in the welfare of students.
- F.3.5 Encourage and involve students in class to provide them the opportunity to develop their potential.
- F.3.6 Promote a trusting, respectful and caring approach within the classroom.
- F.3.7 Communicate excursion information to parents in a timely manner, and obtain permission from parents before allowing students to leave the campus.
- F.3.8 Not engage in tutoring or coaching students from the school for monetary return.

F.4 Assessment:

- F.4.1 Develop and use appropriate assessment items, in consultation with colleagues, subject coordinator and relevant curriculum documents.
- F.4.2 Complete written reports accurately and in keeping with reporting guidelines and deadlines.
- F.4.3 Accurately and in a professional timeframe record all marks and results for student assessment.
- F.4.4 Provide appropriate and timely feedback to students on assessment.
- F.4.5 Provide appropriate and timely feedback to parents.
- F.4.6 Work collaboratively to develop meaningful and challenging assessment items.
- F.4.7 Ensure all assessment records are available, up to date and easily accessible.

F.5 Behaviour Management of Students:

- F.5.1 Be familiar with and adhere to the Declaration of Rights and Responsibilities.
- F.5.2 Be familiar with and adhere to the School's Student Wellbeing policy.
- F.5.3 Apply the School's rules and expectations for students as a collective responsibility of all staff.
- F.5.4 Always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
- F.5.5 Consult with appropriate colleagues regarding student behavioural concerns.
- F.5.6 Communicate with parents to resolve difficulties collaboratively.

F.6 Professional Involvement:

- F.6.1 Contribute to the development and evaluation of subject curriculum.
- F.6.2 Actively involved in meeting the requirements of the Professional Standards Model as they apply to Hillbrook.
- F.6.3 Read and keep up to date with areas of professional interest. This may involve: contact with colleagues to share expertise; contact with other schools to discuss professional development; enrolling in seminars and attending training and professional development opportunities; obtaining further formal qualifications at tertiary level.
- F.6.4 Undertake training in the statutory requirements.
- F.6.5 Actively involved in meeting requirements for their personal and departmental Professional Learning and Practice plan.
- F.6.6 Maintain actively involvement in the P2P program where appropriate.
- F.6.7 Attend and contribute to subject areas meetings, professional development sessions and other meetings as required.
- F.6.8 Identify goals through a PLP and be prepared for an annual appraisal.
- F.6.9 Actively collaborate with staff.
- F.6.10 Attend weekly assembly, school ceremonies and celebrations (e.g. Celebration Evening)

F.7 Duty of Care:

In addition to Duty of Care in A.1 above, Teachers have an additional duty to be familiar with and enact the following activities and legal requirements

- F.7.1 *Child Protection Act (1999)*
- F.7.2 *ACSQ Student Protection in Anglican Schools Policy & Procedures*
- F.7.3 *Blue Card Policy*
- F.7.4 *Procedures to Implement the ACSQ Student Protection Policy & Procedures*
- F.7.5 *ACSQ Code of Conduct for Anglican Schools.*

G. WHEN TO DECLARE GIFTS AND BENEFITS

It is natural for parents and suppliers to express their appreciation to staff in recognition of the quality of support and service provided. You should exercise sound judgment when deciding whether to accept a gift or benefit.

- G.1** Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation, which may undermine your impartiality. It may also affect the reputation of the School and its staff. You must not create the impression that any person or organization is influencing the School or the decisions or actions of any of its employees.

- G.2** If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. Gifts of more than \$200 should be disclosed to a member of the SLT (or disclosed to the other members of the SLT if received by a member of the SLT).
- G.3** The SLT will determine how it should be treated and make a record of its receipt. Gifts valued at \$200 or more will be recorded in the Gift Register.
- G.4** Sometimes employees might, in the course of their work, win a prize or award of significant monetary value e.g. a computer, from another organization. Prizes are usually considered the property of the School. If you win a prize you must advise the Principal who will determine how the prize should be treated and recorded.

H. ACCEPTABLE USE OF DIGITAL TECHNOLOGIES

Hillbrook provides digital technology resources to support its function and activities and is committed to ensuring that these resources are used in a transparent and accountable manner. All members of the school community have a responsibility to use digital technology resources consistent with this commitment.

Staff are offered unrestricted access to a full range of technologies including email, internet and wireless provisions on the understanding that they are professionals and will not exploit this use.

This Policy is applicable to:

- staff, whether full-time, part-time, casual or sessional;
- individuals who have been granted access to Hillbrook's property, services or infrastructure, e.g. relief teachers;
- consultants and independent contractors undertaking services at the school;
- members of School Board or other Hillbrook committees, e.g. Parent Committees;
- parents and volunteers who contribute or act on behalf of the School.

Digital technology resources refer to any IT resource or facility provided by the school to assist or support learning and teaching, research, administrative and business activities and include:

- school issued laptops and iPads;
- school computers and computer networks, including wireless networks;
- IT communication equipment, software and data;
- email, Google Drive and other internet services;
- telecommunications equipment including mobile devices and services.

H.1 Procedures

The following guidelines and management procedures are adopted to monitor the staff use of digital technology resources.

- H.1.1 Use of the IT resources by staff, and other approved users at Hillbrook is to be prioritised to educational, professional development and personal use appropriate in the school environment, as defined in individual use agreements.
- H.1.2. School reserves the right to monitor, access and review emails sent and received on the School's computer/s and/or using network facilities at all times.
- H.1.3 Allegations that unacceptable use of the School's digital technology resources has occurred is to be reported to a staff member's supervisor, a supervisor of the IT Department, Deputy Principal or Principal.
- H.1.4 Issues relating to privacy and confidentiality, such as sighting staff information, reasons for collecting data and the secure storage of personal details and information (including images), will be subject to the provisions of any relevant State or Commonwealth legislation.

H.2 Acceptable Use of Digital Technology Resources

Acceptable use of the school's IT resources will:

- be consistent with Commonwealth or State Laws;
- maintain the security of the School's IT resources and facilities.

H.3 Unacceptable Use of Digital Technology Resources

Any of the following activities constitute unacceptable use of the School's IT resources:

- H.3.1 breaching any Queensland State or Commonwealth law;
- H.3.2 breaching any of the Professional Guidelines for Staff;
- H.3.3 disobeying a lawful direction provided by the Principal;
- H.3.4 overloading or monopolising IT resources in a manner which adversely affects other users;
- H.3.5 infringing copyright or the intellectual property of third parties;
- H.3.6 knowingly engaging in any activity which may compromise the security of the local area network, intranet or external network;
- H.3.7 downloading illegal or inappropriate software;

- H.3.8 downloading, distributing, storing or displaying offensive or pornographic graphics, adult sites, images, statements or other material;
- H.3.9 downloading unreasonable amounts of material for non-work related or non-educational use;
- H.3.10 downloading the School information with the intention of providing it to external organisations or the general public without authorisation;
- H.3.11 downloading or supplying to others inappropriate site addresses;
- H.3.12 distributing defamatory, obscene, offensive or harassing messages;
- H.3.13 distributing messages that disclose personal/sensitive information without authority;
- H.3.14 distributing messages anonymously, using a false identity or using another person's email account;
- H.3.15 accessing social networking sites for an inappropriate length of time during work hours.

Staff who inadvertently receive or access unacceptable material must take immediate action to either delete such material or cease such access. Advice should be sought from IT Department if the unacceptable material continues to be received.

H.4 Use of Social Media

Social media are digital technologies that facilitate the creation and sharing of information via virtual communities and networks. This includes, but is not limited to:

- social networking sites (eg Facebook, LinkedIn)
- video and photo sharing websites (eg Snapchat, YouTube, Instagram)
- micro-blogging (eg Twitter)
- wikis and online collaborations (eg Wikipedia)
- online multiplayer gaming platforms (eg World of Warcraft, Second life)
- instant messaging (eg Messenger, Skype Chat).

All other sections of this policy apply to use of social media and, in addition, staff are reminded to:

- respect brand, trademark, copyright information and/or images of the School;
- be open about affiliation with the School and the role/position held;
- respect the privacy of School community members;
- only disclose publicly available information;

- ensure all content published is accurate and not misleading;
- assume all information shared on social networking platforms is public information;
- ensure they have Principal approval to create a specific group on any social media platform and that a minimum of two teachers of the school are included and have administrator access.

Staff must not:

- imply they are authorised to speak on behalf of the School, or give the impression that any views expressed are those of the School;
- post pictures of others (co-workers, etc.) without their permission;
- disclose any confidential information obtained in their capacity as an employee of the school;
- post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful;
- make any comment or post any material that might otherwise cause damage to the School's reputation or bring it into disrepute.
- friend, "follow" or privately contact students on or through social media.
- provide a personal mobile number to students; other than for educational or safety purposes, without the Principal's approval.

H.5 Staff Access Account / Log Ins

A staff member must accept responsibility for the use and security of the school log-in details and ensure the following:

- their password is not shared with or made accessible to any student;
- they do not leave their computer logged on and unattended in the presence of students.

H.6 Personal Use

IT resources may be used for incidental personal use. Incidental personal use should be infrequent and minor, and must not breach this policy or interfere with School business operations or a staff member's duties. Personal use of the School's IT resources does not include any of the following:

- recruitment of members to, or soliciting donations for, political parties or religious groups;
- transmission, viewing or publication of unacceptable material;
- a malicious or unlawful purpose;
- defamatory purposes.

I. BREACHES OF THE GUIDELINES

Staff hold a position of trust and are accountable for their actions. The consequences of inappropriate behaviour and breaches of these Guidelines will depend on the nature of the breach. In addition, any breach of these guidelines by a member of the SLT is addressed by either the Principal or the Chair of the School Board.

- I.1 Staff have a responsibility to meet the guidelines and support others in fulfilling their responsibilities.
- I.2 Staff are to report any areas of concern with possible breaches of these guidelines to the SLT.
- I.3 Factors the School may consider when deciding what action to take may include:
 - the seriousness of the breach;
 - the likelihood of the breach occurring again;
 - whether the staff member has committed the breach more than once;
 - the risk the breach poses to staff, students, others or the reputation of the School.

Actions that may be taken by the School in respect of a breach of the guidelines include support, counselling and other strategies management or remedial action, training or disciplinary action ranging from a warning to termination of employment. The policy covering breaches of the guidelines is outlined in the Unsatisfactory Performance Policy. The School reserves the right to determine in its entirety the response to any breach of the Guidelines.

This Policy should be read in conjunction with the following related policies:

- Discrimination, Workplace Harassment Prevention
- Grievance Resolution Policy
- Unsatisfactory Performance Policy
- Complaints Policy - A Guide to Raising Concerns at Hillbrook
- Student Harassment and Bullying
- Hillbrook Procedures to Implement the Anglican Church Southern Queensland Student Protection in Anglican Schools Policy and Procedures
- ACSQ Code of Conduct

I, confirm that I have read this Policy and agree to abide by the expectations set out above.

Signed:

Date: