



*inspiring confidence*

# CODE OF CONDUCT

## FOR STAFF EMPLOYED AT ST DOMINIC'S PRIORY COLLEGE

This policy supports the [Code of Conduct For Staff Employed in Catholic Education South Australia](#), as published by South Australian Commission for Catholic Schools (SACCS)

LAST REVIEW DATE	NEXT REVIEW DATE
July 2022	July 2024
RESPONSIBLE OFFICER	Helen Steele <i>College Principal</i>

# STAFF CODE OF CONDUCT



**ST DOMINIC'S  
PRIORY COLLEGE**

EDUCATING GIRLS, INSPIRING CONFIDENCE

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## **MISSION**

A Catholic College educating girls in the Dominican tradition.

## **VISION**

Inspired by the Gospel of Jesus Christ, we are a girls' College committed to truth and compassion. In the spirit of St Dominic, we contemplate the possibilities and honour the sacred dignity of each person through word and action. We aspire to provide an innovative, rigorous and inclusive education that leads girls and young women to achieve excellence in their studies and confidence in their future.

## **VALUES**

As a Dominican community we value:

- A sense of the sacred; joyful, eucharistic and reflective.
- A love of learning through creative and critical thinking.
- Modelling a eucharistic community as the basis for transformation.
- Teaching the truth, by word and example.

## **GOVERNANCE**

Dominican Education Australia (DEA) is the governing authority of St Dominic's Priory College, an Independent Catholic School. A Board of Directors, established in 1987, governs the College which is incorporated under the Corporations Act 2001 (Cwlth). The Trustees of DEA and the College Board of Directors assures our Catholicity, fidelity to the Dominican charism, formation of Board members, excellence in teaching and learning and financial stability.

## **CHILD SAFE**

We are a Child Safe employer and are committed to the welfare and protection of children and young people. The College is committed to upholding a diverse and inclusive learning environment, ensuring children and young people are valued and respected. In accordance with the National Catholic Safeguarding Standards, all employees are required to comply with the College's relevant policies and procedures.

## 1. PURPOSE

This Code of Conduct provides a framework for decisions and actions and articulates the standards of conduct required of all Staff employed by St Dominic's Priory College. This document explains the principles covering appropriate conduct in a variety of contexts and outlines the minimum standard of behaviour expected from Staff.

The standards of conduct required to be met under the Code exist alongside, and are separate to, requirements set out in a staff member's letter of appointment and Position Information Document (PID).

## 2. SCOPE

This Code of Conduct has been designed using the *South Australian Catholic Commission for Schools, Code of Conduct for Staff Employed in Catholic Education*. It applies to all Staff employed at St Dominic's Priory College. This code pertains to working hours and outside of working hours in so far as the conduct outside of working hours has the potential to, or does impact:

- Employment or role within the College or Catholic Education SA (CESA)
- Colleagues
- St Dominic's Priory College (the Employer)
- College Board
- Dominican Education Australia
- Dominican Sisters of North Adelaide
- The Catholic Church
- Catholic Education Community.

This Code of Conduct applies to all behaviours, including conduct involving any information or telecommunication device, or social networking platform.

By working at St Dominic's Priory College, Staff are required to be aware of and comply with this Code of Conduct. The Code requires Staff to take responsibility for their own conduct. Therefore, if a Staff Member is unsure about the appropriate action to take in a particular situation, they should discuss the matter with the Principal (or Delegate), as appropriate.

If a person to whom this Code of Conduct applies considers they may have breached the Code of Conduct they should, as soon as practicable, report the details to the Principal (or Delegate), as appropriate.

### 3. DEFINITIONS – FOR THE PURPOSE OF THIS POLICY

<b>Conduct</b>	The manner in which a person behaves in a work-related situation.
<b>the Code</b>	Short form reference to the Code of Conduct.
<b>Staff</b>	Persons employed at St Dominic's Priory College, and all others associated with St Dominic's Priory College.
<b>the College</b>	Referring to St Dominic's Priory College.
<b>Others</b>	Includes; children and young people, contractors, volunteers, members of the school community or people outside of the school community.
<b>Delegates</b>	Persons at the College who hold positions of leadership including; The College Board, The College Leadership Team, Staff holding Positions of Responsibilities, of whom the Principal specifically authorises to act on their behalf.
<b>Confidential Information</b>	Relates to privileged communication shared only between authorised people for legitimate, authorised purposes.

### 4. RESPONSIBILITIES

#### 4.1 PRINCIPAL AND/OR DELEGATES

In addition to adhering to the conduct requirements outlined in Section 5, the Principal and/or Delegates have a responsibility to:

- Set a good example for staff and others.
- Effectively implement, promote and support the Code of Conduct in their areas of responsibility.
- Ensure staff and others understand and follow the provisions outlined.
- Take appropriate action if a breach of the Code of Conduct is found to have occurred.
- Make decisions fairly, impartially, and promptly, considering all available and applicable information and requirements.
- Provide opportunities for Staff and others to participate in decisions which affect them, as appropriate.

## **4.2 STAFF**

In addition to adhering to the Code of Conduct requirements outlined in Section 5, Staff have a responsibility to:

- Undertake their duties in a manner that is consistent with the provisions of the Code of Conduct.
- Report suspected unlawful corrupt conduct and/or reporting any departure from the Code of Conduct by themselves and others.

The conduct required of Staff under this policy is in addition to any professional code of conduct or standards that may apply to Staff in a particular profession, or arising from, membership of a professional organisation.

## **5. CODE OF CONDUCT**

St Dominic's Priory College is committed to creating an educational environment which allows each student to work productively, safely and confidently. Each Staff Member contributes to ensuring the work environment is one that respects each person; their work, position and their right to dignity.

The College Vision underpins the expectations we have for all Staff.

Inspired by the Gospel of Jesus Christ, we are a girls' college committed to truth and compassion. In the spirit of St Dominic, we contemplate the possibilities and honour the sacred dignity of each person through word and action. We aspire to provide an innovative, rigorous and inclusive education that leads girls and young women to achieve excellence in their studies and confidence in their future.

### **5.1 PERSONAL AND PROFESSIONAL CONDUCT**

Staff are expected to take all action reasonably necessary to maintain and enhance the reputation of St Dominic's Priory College at all times and must not do anything (including refraining from doing something) that may damage or destroy the reputation and/or educational or business interests of the College, Dominican Education Australia (DEA), the Dominican Sisters of North Adelaide, Catholic Education SA (CESA), and those associated with them. All staff are required to:

- Obey any lawful and reasonable direction from a person who has the authority to give that direction.
- Behave honestly, ethically and with integrity and respect the rights and duties of others at all times. This includes a duty to report others who are behaving dishonestly or unprofessionally, or breaching the Code.
- Carry out tasks and duties in a professional, collegial and competent manner, to an appropriate standard of work, and be accountable for their performance.
- Demonstrate equity and fairness in dealing with colleagues, students, parents/guardians, contractors, visitors and members of the public.
- Support the aims of, and act consistently with, the Catholic ethos of the College, in which they are present.

- Present to work in a timely manner, in professional attire (appropriate to the role or function of the relevant Staff Member) and in a fit state to work including being in sufficient physical and mental health, to be capable of complying with their duty of care to themselves, students, colleagues and others.
- Conduct themselves in a manner that will not damage or discredit the reputation of the College, in which they are employed and/or the Catholic Church.
- Treat Staff and others with honesty, respect and courtesy, at all times, and refrain from persistent negativity, gossip, spreading rumours or making inappropriate comments through any form of communication.
- Comply with all international, Federal, State and local laws, as applicable.
- Observe confidentiality in relation to confidential information encountered or received in the course of their employment and disclose such information only to authorised Staff, authorised others, or as required by law.
- Comply with all applicable Work Health and Safety (WH&S) legislation, policies and requirements. This includes taking reasonable care to ensure their own health and safety at work, and avoiding adversely affecting the health and safety of others.
- Not use, possess or distribute offensive materials. This includes electronically, and online in social media forums.
- Refrain from behaviour which constitutes bullying, discrimination or any form of harassment.
- Act in good faith by not making unfounded complaints with malicious, frivolous or vexatious intent, against another person or persons.
- Refrain from improperly using information gained in the course of their employment for personal or commercial gain for themselves or others.
- Maintain the currency of employment related requirements (e.g. teacher registration, Working with Children Check, RRHAN-EC certification, etc.) and any other required accreditation.

## **5.2 CHILD SAFEGUARDING**

Staff have a legal and professional obligation to safeguard the safety, welfare and wellbeing of all children and young people with whom they come into contact as part of their employment. This obligation applies to all children and young people including Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds, and children with particular vulnerabilities, for example, children who are unable live at home.

All staff must understand and observe child protection legislation and follow all relevant policies, procedures, standards and instructions with regard to the safety of children and young people, and maintain appropriate professional boundaries in their behaviour towards children and young people.

St Dominic's Priory College has a Safeguarding Children and Young People Suite of documents that are to be read in conjunction with this Code of Conduct. The Declaration Documentation must be completed prior to commencing work at the College.

Key documents requiring demonstration of compliance are listed in Section 7.

### 5.3 CONFLICT OF INTEREST

Personal views or private interests or relationships can influence, or have the potential to influence, a Staff Member's capacity to perform their duties with integrity and may compromise the integrity of the College, Catholic Education South Australia (CESA), Dominican Education Australia (DEA) or the Dominican Sisters of North Adelaide. It is therefore expected that all Staff at St Dominic's Priory College will:

- Not act in a way that may affect, or be perceived to adversely affect, their ability to fulfil their obligations.
- Act in accordance with Catholic values and ethics.
- Not accept gifts, benefits or favours that could be considered inappropriate or excessive, or lead to, or be perceived to lead to, compromised values, corruption, loss of impartial decision-making or impartial treatment of others, or call into question the ethics and integrity of a Staff Member and the College's nature and purpose.
- Act in the best interests of St Dominic's Priory College, CESA, DEA or the Dominican Sisters of North Adelaide when carrying out their duties and not allow their own interests or the interests of others to interfere with that obligation.
- Avoid, or disclose conflicts of interest and inform the Principal (or Delegate) of any conflict of interest, or perceived conflict of interest, in the workplace or in a work-related context.

### 5.4 INTELLECTUAL PROPERTY AND COPYRIGHT

**Intellectual Property Rights** means copyright, trademark, design, patent, process or any other matters capable of legal protection. All Staff at St Dominic's Priory College will:

- Assign to the College all existing and future Intellectual Property Rights where it is in any way related to or arising from their employment with the College and agree to do all that is necessary to assist the College to identify, document, and protect its Intellectual Property Rights.
- Acknowledge that this obligation extends beyond termination of their employment.
- Understand that in reproducing and or communicating copyright material, all Staff have an obligation to develop their knowledge and understanding of the relevant requirements of the Copyright Act 1968 as amended, and to ensure that any content downloaded from the internet or uploaded to College or CESA hosted servers does not infringe copyright.
- Understand that the College owns any intellectual property rights, including but not limited to teaching resources and materials created as part of the employment position, unless otherwise agreed in writing.

A Staff Member nearing completion of, or in preparation of, their employment arrangement ending is required to seek permission from the Principal (or Delegate), before deleting work files or removing resources.



## 5.5 PUBLIC COMMENT

Individuals have a right to their personal opinions on political and social issues in a private capacity as members of the community. Staff at St Dominic's priory College must refrain from making public comment on matters relating to the College, CESA, DEA, Dominican Sisters of North Adelaide, or the Catholic Church unless they are:

- Authorised to do so by the College Board.
- Giving evidence in court.
- Otherwise authorised or required to by law.

Staff cannot discuss or release the contents of privileged knowledge unless they have the authority to do so. This includes making comment on and/or sharing/liking information on any social media platforms.

St Dominic's Priory College Staff must also comply with the directives and delegations of the Principal, and DEA, working collaboratively with the Director (or Delegate) of Catholic Education South Australia.

## 5.6 FITNESS FOR WORK

### *General Health*

All Staff at St Dominic's Priory College have a duty to take reasonable care for their own health, wellbeing and safety, and ensure they do not adversely affect the health and wellbeing of others. This means they must be fit and well enough to carry out their duties in a safe and responsible manner.

Staff are not to present themselves for work if they are not sufficiently physically or mentally well. Further to this, Staff are not to present themselves for work if they are impaired to an extent that they cannot fulfill the requirements of their role safely and effectively. Additionally, Staff should not remain at the workplace if they become unwell, or are affected by alcohol and/or drugs. Staff are not to return to the workplace until such time they are able to satisfy "fitness for work" requirements.

### *Drugs*

For the purposes of this Code, the term 'Drugs' refers to:

**LEGAL DRUGS – prescribed or over-the-counter drugs that are legally obtained.**

**ILLEGAL DRUGS – where the substance in question is forbidden by law.**

Staff are responsible for ensuring their capacity to perform their duties is not impaired by the use of drugs, and must not attend work under the influence of drugs or any other substances (including synthetic and herbal substances) that may impact their behaviour and/or performance. This includes a requirement to be drug-free at work-related events, activities and work-provided accommodation.

Staff must also exercise responsible judgement about consumption of products which contain substances that have potential to influence their behaviour (e.g. energy drinks, caffeine).

Staff who are required to take medication which may affect and/or impair their work performance, behaviour, or ability to exercise their Duty of Care, the Principal (or Delegate).

### ***Alcohol***

Staff are responsible for ensuring their capacity to perform their duties is not impaired by alcohol.

Moderate and responsible consumption of alcohol may be permitted at work functions on the condition that Staff are mindful of the following:

- Duty of Care and safety of self and others.
- Professional boundaries with others.
- Modelling appropriate behaviour.
- Not driving under the influence of alcohol and/or drugs of any kind.
- The reputation of the College, CESA, DEA or the Dominican Sisters of North Adelaide as well as their own professional and personal reputation, and safety.

St Dominic's Priory College encourages any Staff Member who is having difficulty controlling their use of drugs or alcohol to seek qualified help and assistance in dealing with their circumstances. The College's Employee Assistance Program (ACCESS), offers free, confidential, professional counselling support, and is available to all Staff and their immediate families.

### ***Smoking***

St Dominic's Priory College is a smoke-free environment and smoking (including e-cigarettes) is not permitted anywhere on the campus (including grounds and carparks). Similarly, smoking (including e-cigarettes) is not permitted whilst Staff Members have direct responsibility for, or contact with, students.

### ***Reporting Concerns***

Staff who are concerned that another Staff Member at work, or at a work-related event, is presenting as not sufficiently physically or mentally well, or appears impaired by alcohol and/or drugs should inform the Principal (or Delegate).

An employee may be required to undergo a medical assessment, and/or drug or alcohol testing where there is a reasonable belief that they are not sufficiently physically or mentally well, or are impaired by alcohol and/or drugs and may be putting themselves or others at risk.

An employee who is considered unfit for work because they are a safety risk, or because their work performance is impaired, will be removed from the workplace (on paid/unpaid leave or suspension from duties, as applicable) until such time they can demonstrate their fitness for work.

## **5.7 USE OF WORK RESOURCES**

Staff must ensure responsible management and security in the use of work resources and any resources managed by them on behalf of others.

Reasonable personal use of issued work resources is permitted. Requests to use College equipment and/or resources for private use requires approval, in advance, and on each occasion, from the Principal (or Delegate).

If Staff are approved to use College equipment and/or resources they must take responsibility for maintaining, repairing, replacing, and safeguarding property; using it correctly and safely in accordance with the manufacturer's requirements, and following any special directions or conditions which apply.

College equipment and/or resources are not to be used for any private commercial purposes (e.g. 'profit' purposes) under any circumstances.

The College takes no responsibility for incidents/accidents arising from the private use of College equipment and/or resources.

Staff must use ICT resources (including but not limited to desktop, laptop, and tablet computers, smart-phones, ICT networking facilities, software applications and social media platforms) in a manner consistent with the College and SACCS Policies.

## **6. CONSEQUENCES OF A BREACH OF THE CODE OF CONDUCT**

All Staff at St Dominic's Priory College are required to abide by the Code.

Any person who believes, on reasonable grounds, that this Code may have been breached should raise this matter with the Principal (or Delegate) specifying details of the alleged breach.

A breach of this Code may result in disciplinary action which may include, but is not limited to, counselling, suspension from duties, informal/formal warnings or termination of employment, as appropriate.

Some breaches of the Code may also constitute civil or criminal offences and may result in civil action or prosecution.

## 7. RELATED POLICIES, PROCEDURES AND RESOURCES

This Code of Conduct is to be read in conjunction with, and is additional to, any other relevant College and/or SACCS Policy, Procedure or Guideline. All Staff employed in CESA are required to comply with the provisions of any such document.

St Dominic's Priory College Safeguarding Suite  
 Professional Boundaries Policy for Staff Employed by St Dominic's Priory College  
[SACCS Responding to Discrimination, Bullying & Harassment in the Workplace Procedure](#)  
[Protective Practices for staff in their interactions with children and young people](#)  
[SACCS Duty of Care Policy](#)  
[SACCS Safeguarding Children and Young People Policy](#)  
[Charter for Staff in Catholic Schools South Australia](#)  
[SACCS Gender Equality Policy](#)  
[SACCS Privacy Policy](#)  
[SACCS Information Security](#) and [ICT Acceptable Use Policies](#)  
 SA Catholic Schools Enterprise Agreement  
 Letters of Appointment as issued to individual Staff Members.

## 8. REVISION RECORD

Document Title	Staff Code of Conduct					
Document Type	Policy					
Document Date	June 2022					
Process Owner	College Principal					
Contact	Dr Helen Steele ( <a href="mailto:hsteele@stdominics.sa.edu.au">hsteele@stdominics.sa.edu.au</a> )					
Approval Authority	College Leadership					
Review Date	2024; 2028					
Distribution	Website	<input checked="" type="checkbox"/>	SEQTA	<input checked="" type="checkbox"/>	Sharepoint	<input checked="" type="checkbox"/>
History	Edition	Date	Description of change			
	1.0	2022	Updated			