



REDLANDS COLLEGE

Staff Code of Conduct

Purpose:	This Code is designed to ensure a common understanding of the standards of behaviour expected of all employees of Redlands College. The Code forms comprehensive directions to employees and is intended to apply to all employees, contractors and volunteers in their work with the College, whether employed on a permanent, temporary or casual basis.	
Scope:	The Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of the work of an employee, contractor or volunteer. Instead, it sets out general expectations of the standards of behaviour required. The Code places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a Christ-centred, collegial and collaborative workplace.	
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Authorised by:	Executive	Date of Authorisation: 20/04/2020
References:		
Associated documents:	a) Position Statement on Integration of Faith, Practice & Vocation b) Redlands College Enterprise Agreement	
Review Date:	Every three years	Next Review Date: 29/04/2023
Policy Owner:	Executive	

Who has to comply with the Code of Conduct?

By accepting employment with the College, you must be aware of and comply with this Code. You must:

- a) conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the College
- b) comply with the College's policies and procedures
- c) act ethically and responsibly
- d) be accountable for your actions and decisions.

If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the College's expectations of conduct during the period of their engagement.

General

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the College. The College reserves the right at its sole discretion to vary this Code at any time. Nothing in this Code should be taken to limit the circumstances in respect of which the College may take disciplinary action in respect of an employee.

This Code of Conduct is to be read in conjunction with:

- c) Position Statement on Integration of Faith, Practice & Vocation
- d) Redlands College Enterprise Agreement

Redlands College Community

The Redlands College community is characterised by overlapping layers of relationships for employees. These include family, church, social and professional relationships between staff, students and parents. A common sense approach is taken to the reality of these relationships when articulating expectations of behaviour. As an example, it is recognised that many staff have children at the College, these children will interact with other students as friends and these social connections may enter a staff member's church or home sphere.

Staff Credo

"We will not hide these truths from our children: we will tell the next generation about the glorious deeds of the Lord, about His power and His mighty wonders" Ps 78:4.

The Redlands Way: We are a Christ-centred learning community

Redlands College strives to create an environment that is a great place to work and learn. The following 12 attributes articulate the expectations of the manner in which staff engage with each other to actively contribute towards a Christ-centred learning community.

Faith: We share a common belief in the Lord Jesus Christ, outworked in a Christian worldview.

Prayer: We commit to pray for wisdom, discernment, inspiration and courage.

Flourishing: We hold a missional perspective to our vocational context and are committed to the flourishing of humanity.

Service: We serve students entrusted to our care through intentional education and

formation.

Trust: We trust each other to have wholesome character, be competent and well intentioned.

Honesty: We expect honesty in every context, even when it is difficult or challenging.

Creativity: We are innovative in our thinking, exploring new options with creativity and passion.

Humility: We acknowledge our limitations and seek out others who can contribute.

Hospitality: We embrace hospitality to friend and stranger as an expression of God's love for all.

Joy: We seek to find joy in every context, holding an enthusiastic approach towards our community.

Responsibility: We embrace a responsibility culture, not a blame culture. We ask "What can I do to solve the issue?".

Accountability: We give each other permission to hold us accountable to our vision, our values, our interactions, our expectations and timeframes.

1. What is expected of you as an employee?

As an employee, you should be aware of the College's policies and procedures, particularly those that apply to your work. Many of these are available online; others may be made available to you through induction and training programs. You should also be familiar with the legislation under which you are employed as this may specify requirements with which you need to comply.

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your Dean, Director, Manager, Head of School or Principal.

As a College employee, you are expected to:

- a) perform your duties to the best of your ability and be accountable for your performance
- b) follow reasonable instructions given by your Line Manager or Principal
- c) comply with lawful directions
- d) carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development
- e) act honestly and in good faith in fulfilling your duties
- f) be courteous and responsive with colleagues, students, parents and members of the public
- g) work collaboratively with your colleagues
- h) ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the College, provides support and loyalty to the College and does not denigrate or damage the reputation of the College.

2. What happens if I breach the Code of Conduct?

As a College employee, you hold a position of trust and are accountable for your actions.

- 2.1 The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach
- 2.2 Employees should report possible breaches by colleagues to their Line Manager or Principal. If the possible breach is by their Line Manager then it should be reported to the Principal. If the possible breach is by the Principal, then it should be reported to the Board Chair

- 2.3 Factors the College may consider when deciding what action to take may include:
- a) the seriousness of the breach
 - b) the likelihood of the breach occurring again
 - c) whether the employee has committed the breach more than once
 - d) the risk the breach poses to employees, students or any others; and
 - e) whether the breach would be serious enough to warrant formal disciplinary action.
- 2.4 Actions that may be taken by the College in respect of a breach of the Code include management or remedial action, training or disciplinary action ranging from a warning to termination of employment. The College will reserve the right to determine in its entirety the response to any breach of this Code.

3. Required reporting

Employees are required to report certain information to the College.

- 3.1 All employees are required to inform the Principal if they are charged with or convicted of a serious offence. You must also inform the Principal if you become the subject of an Apprehended Violence Order
- 3.2 If, through your employment with the College, you become aware of a serious crime committed by another person, you are required to report it to the Principal, who may be required to inform the police
- 3.3 As a College employee, you must report to the Principal:
- a) any concerns that you may have about the safety, welfare and wellbeing of a young person
 - b) any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people
 - c) any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you; and
 - d) if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'; and
 - e) If you become the subject of allegations of 'reportable conduct' whether or not they relate to your employment in the College
- 3.4 Please note that all employees have mandatory reporting obligations where they have reasonable grounds to suspect a child under the age of 18 years is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child. You should refer to the College's Child Protection Policy for further information about these obligations.

4. Respect for people

The College expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the College's reputation. Therefore, all employees are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

- 4.1 Employees who work with students have a special responsibility in presenting themselves

as appropriate role models for those students. Modelling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development

- 4.2 Similarly, it is important for you to treat your colleagues, other employees, contractors, students and parents with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other employees, contractors, students and parents is unacceptable. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour
- 4.3 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the College's Sexual Harassment and Workplace Bullying Policy. Unlawful harassment or discrimination may constitute an offence under state or federal discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law
- 4.4 You should ensure that you are aware of the College's Sexual Harassment and Workplace Bullying Policy. If you believe you are being unlawfully harassed or discriminated against or bullied:
 - a) where you feel comfortable ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with your Line Manager or Head of School in the first instance to seek guidance on how to do this; and/or
 - b) raise the issue as a grievance in accordance with the College's Sexual Harassment & Bullying Policy and Complaint Handling Policy as soon as possible after the incident has occurred.
- 4.5 The College takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early
- 4.6 If you lie about or exaggerate a complaint, the College will view this as a very serious matter, and you may be disciplined or dismissed.

5. Duty of care

As a College employee, you have a duty of care to students in your charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.

The duty encompasses a wide range of matters, including (but not limited to):

- the provision of adequate supervision
- ensuring grounds, premises and equipment are safe for students' use
- implementing strategies to prevent bullying from occurring at the College, and
- providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at school.

Duty of care

- 5.1 As a College employee, you have a duty of care to students in your charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree

of supervision, needs to be commensurate with the students' maturity and ability

- 5.2 Duty of care to students applies during all activities and functions conducted or arranged by the College. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

Work health and safety

- 5.3 You also have a responsibility under work health and safety legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not place at risk the health and safety of your co-workers, students or other persons that you may come into contact with at work
- 5.4 Considerations of safety relate to both physical and psychological wellbeing of individuals
- 5.5 You should ensure that you are aware of the College's Work Health & Safety Policy.

Supervision of students

- 5.6 You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury
- 5.7 You should be familiar with and comply with the College's evacuation and lockdown procedures
- 5.8 Students should not be left unsupervised either within or outside of class. You should be punctual to class and allocated supervision
- 5.9 You should remain with students at after College activities until all students have been collected. In the event that a student is not collected you should remain with the student until collected, or seek advice from your Line Manager or Head of School
- 5.10 Playground supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around
- 5.11 You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member. Additional detail about student bullying is set out in the College's Character Development Framework
- 5.12 Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact Sickbay
- 5.13 You should ensure that you understand and comply with the College's policy in regard to the storage and administration of prescribed medication to students (see Medical Risk Management Policy).

6. Professional relationships between employees and students

As a College employee, you are expected to always behave in ways that promote the safety, welfare and well-being of young people. You must actively seek to prevent harm to young people and to support those who have been harmed. While not all employees are required to manage and supervise students, all College employees are required to understand and observe the College's Child Protection policies.

Supervision of students

- 6.1 You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should seek to be in view of others. Where this is not possible or practical it should be discussed with your Line Manager
- 6.2 You should not drive a student in your car unless you have specific permission from your Line

Manager to do so. In the event of an emergency you should exercise discretion, considering the safety and need of the student, but then report the matter to your Line Manager

- 6.3 When you conduct a private conversation with a student you should consider the time and venue carefully to avoid placing yourself in a vulnerable situation. It is preferable to leave the door open
- 6.4 When confiscating personal items, such as mobile phones or hats, ask students to hand them to you. Only take items directly from students in circumstances where concern exists for the safety of the student or others and your own safety is not jeopardised by this action.

Physical contact with students

- 6.5 You must not impose physical punishment on a student in the course of your professional duties
- 6.6 When physical contact with students is a necessary part of learning experiences you must exercise caution to ensure that the contact is appropriate and acceptable. You should seek reassurance from the student by asking for a volunteer if necessary to demonstrate a particular activity
- 6.7 Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability the management of toileting needs should be included in the student's individual management plan
- 6.8 When congratulating a student, a handshake, pat on the shoulder or brief hug are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable
- 6.9 Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and seek their consent where possible
- 6.10 Sometimes in ensuring duty of care you may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy must be in keeping with the College's behaviour management practices or individual student management plans. You should report and document any such incidents.

Relationships with students

- 6.11 You must not have a romantic or sexual relationship with a student, regardless of whether it is consensual or condoned by parents or caregivers. You are reminded of:
 - a) the law prohibiting sexual relations with a person under the age of consent (16 years); and
 - b) the law prohibiting sexual relations between a teacher and their student under the age of 18 years.
- 6.12 You must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student. An overly familiar relationship with any student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support raises serious questions of conflict of interest, trust, confidence, dependency, and equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and may carry a serious reputational risk for the College
- 6.13 If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your Line Manager as soon as possible so that a plan can be developed to manage the situation effectively and sensitively
- 6.14 At all times when speaking with students, care must be taken to use appropriate language. You

must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments

- 6.15 You may, as part of your pastoral care role, engage in discussion with students. This is entirely appropriate. However, you must be cautious about making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself
- 6.16 You should carefully consider your position before inviting students to join your personal electronic social networking site or accept students' invitations to join their social networking site (see Section 7 - Appropriate use of electronic communication and social networking sites)
- 6.17 You should carefully consider your position before giving or accepting any gift from a student (see Section 10 - Declaring gifts, benefits and bribes).

Child protection

- 6.18 You must be aware of and comply with the College's Child Protection Policy
- 6.19 As set out in Section 3 you must report concerns you have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you, to the Principal, including self-disclosure if the allegation involves you
- 6.20 Broadly, 'reportable conduct' includes:
- a) any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or
 - b) any assault, ill-treatment or neglect of a child; or
 - c) any behaviour that causes psychological harm to a child, whether or not the child consents.
- 6.21 Reportable conduct does not extend to:
- a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
 - b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures.
- 6.22 For further information about 'reportable conduct' see the College's Child Protection Policy
- 6.23 The requirements outlined in Section 6 with respect to relationships between employees and students set professional boundaries for your behaviour. They make clear what behaviour is unacceptable and what could amount to reportable conduct.

7. Appropriate use of electronic communication and social networking sites

The College provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the College's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever.

- 7.1 You must comply with the College's Acceptable Use of ICT Services Policy. This includes:
- a) exercising good judgment and ethical behaviour when using electronic mail

- b) using appropriate and professional language in electronic mail messages
- c) being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them
- d) not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene
- e) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- f) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

7.2 You must never use the College's networks to view, upload, download or circulate any of the following materials:

- a) sexually related or pornographic messages or material
- b) violent or hate-related messages or material
- c) racist or other offensive messages aimed at a particular group or individual
- d) malicious, libellous or slanderous messages or material; or
- e) subversive or other messages or material related to illegal activities.

7.3 Only staff authorised by the Principal may create social media identities, profiles or accounts that use the College's name, crest or brand, or are designed to represent the College in any way. Staff and students posting comments on behalf of Redlands College must:

- a) Protect the integrity and reputation of Redlands College and its students, staff and parents;
- b) Comply with applicable laws, including copyright, intellectual property, privacy and defamation;
- c) Maintain high standards of online behaviour, appropriate language, and ethical behaviour;
- d) Acknowledge that the College reserves the right to delete posts or comments that are deemed inappropriate.

7.4 Staff, students and parents using social media in a personal capacity must take due care to ensure that any comments, opinions, photographs or contributions made online are their own, as private citizens, and cannot be interpreted as an official statement or position of Redlands College.

7.5 It is acknowledged that staff, students and parents will be recognised as having a connection to Redlands College, and therefore have a responsibility to ensure their private posts and comments do not negatively reflect on the reputation of Redlands College. The College Principal or their delegate will discuss appropriate resolutions, processes and strategies with a staff member, parent or student, should their personal social media activity impact the College in a negative manner.

8. Use of drugs, alcohol and tobacco

You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs, or put at risk you or any other person's health and safety.

8.1 As a College employee, you must:

- a) not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or

restricted substances

- b) not consume alcohol, tobacco, illegal drugs or non-prescribed and/or restricted substances while at work, or on work duties
- c) notify your Line Manager if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug
- d) take action to resolve any alcohol or other drug-related problems that you have; and
- e) consult with your Line Manager if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

8.2 As a College employee, you must not:

- a) have illegal drugs in your possession while at work. Any illegal drugs found on College property or in the possession of any person on College property may result in disciplinary action including the termination of your employment and referral to the Police
- b) give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and
- c) supply or administer prescription or non-prescription drugs to students unless authorised to do so.

Alcohol

8.3 The College has a strict “No Alcohol” policy. You must not take alcohol to School or consume it during School hours or at any College function at any time, including those events conducted outside College premises. A College function is any occasion organised by the College and/or in the College’s name, including dances, farewells, excursions, sporting fixtures and fund raising events

8.4 You must not:

- a) purchase alcohol for, or give alcohol to, any College student (or to any other person under the age of 18 years); and
- b) encourage or condone the use of alcohol by students of any age during educational activities.

Tobacco

8.5 You must not smoke or permit smoking in any College buildings, enclosed area or on College grounds. This includes all buildings, gardens, sports fields, cars and car parks

8.6 You must not purchase tobacco or tobacco products for any College student, or give them tobacco or tobacco products.

9. Staff Dress Code

Whenever staff are on duty, the College corporate dress standard applies. The College corporate dress provides an example of expected standards. As dress is a matter of individual taste, the following outlines minimum expectations:

Male staff

- a) Business shirt (short or long sleeve) and tie (terms 2 and 3). Shirts are to be tucked in
- b) Dress slacks, not jeans or denim
- c) Smart shoes, not trainers

- d) Sports coat/blazer/suit jacket for formal occasions as requested by Head of School (e.g. Parent Teacher interviews)
- e) Body piercing and tattoos must be covered. Facial piercings are not permitted
- f) Neatly trimmed beard/ moustache or clean shaven
- g) Neat hair cut (above the collar)
- h) Jewellery must be of a conservative nature
- i) Broad brimmed hat (e.g. Akubra).

Female staff

- a) Skirt, dress or tailored full-length business trousers may be worn. Skirt/dress length must fall no higher than the top of the kneecap when standing or carrying items
- b) No shoestring strapped tops (unless under a blouse), singlets or bare backs
- c) Smart footwear that minimizes the risk of injury. Thongs and casual slip-on styles are not acceptable
- d) No sheer materials or denim
- e) Modest neckline with no visible cleavage
- f) Body piercing (with the exception of earrings) and tattoos must be covered. Facial piercings are not permitted
- g) Hair colour and style should be conservative
- h) Broad brimmed hat (e.g. Akubra).

Refer to the College's Staff Dress Policy for additional information and specialist guidelines.

10. Identifying and managing conflicts of interest

Private interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of the College.

10.1 As a College employee, you must not act in conflict with the College's best interests. A conflict of interests can involve:

- a) pecuniary interests i.e. financial gain or loss or other material benefits;
- b) non-pecuniary interests i.e. favours, personal relationships and associations.
- c) It may not only be about your own interests. It may include:
 - the interests of members of your immediate family or relatives (where these interests are known);
 - the interests of your own business partners or associates, or those of your workplace; or
 - the interests of your friends.

10.2 When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to your Line Manager

10.3 You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

11. Declaring gifts, benefits and bribes

As an employee, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

- 11.1 If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal
- 11.2 Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of the College and its staff. You must not create the impression that any person or organisation is influencing the College or the decisions or actions of any of its employees
- 11.3 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. If it is determined that the gift is a genuine expression of gratitude, it is appropriate to accept it. A gift that is more than nominal value (\$1000) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the College
- 11.4 When such a gift is accepted, you must advise the Principal. They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose
- 11.5 Sometimes employees might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the College. If you win a prize you must advise your Line Manager or the Principal who will determine how the prize should be treated and recorded.

12. Communication and protecting confidential information

Communication

- 12.1 You are required to comply with College policies relating to communication
- 12.2 You should be mindful of confidentiality when in discussions with parents. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting
- 12.3 You should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Principal in the context of grievance resolution
- 12.4 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the College community, or the public
- 12.5 The media should not be given access to students or allowed entry to the College without the express permission of the Principal. You should not make any comments to the media about the College, students or parents without the express permission of the Principal.

Confidential information

- 12.6 As a College employee, you must only use confidential information for the work-related purpose it was intended
- 12.7 Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal
- 12.8 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

Privacy

- 12.9 Sensitive and personal information should only be provided to people, either within or outside

the College, who are authorised to have access to it

12.10 You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other College employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the College's work because of their expertise.

13. Record keeping

13.1 All employees have a responsibility:

- a) to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and
- b) to capture or store records in the College's record systems.

13.2 You must not destroy or remove records without appropriate authority

13.3 Line Managers have a responsibility to ensure that the employees reporting to them comply with their records management obligations

13.4 Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the College

13.5 Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

14. Copyright and intellectual property

14.1 When creating material, you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third party copyright/other rights included in materials

14.2 Advice relating to sharing or licensing the College's intellectual property should be sought from the Principal

14.3 The College cannot give away or assign its intellectual property without the approval of the Principal

14.4 When material directly relating to your employment with the College is developed by you as part of your employment responsibilities, the copyright in that material will belong to the College

14.5 Teaching staff who develop resources for classroom use will be granted use of these resources outside of their employment with the College

14.6 You should not use the College's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.