



# St Stephen's School

SERVE GOD SERVE ONE ANOTHER

## CODE OF CONDUCT

All members of the St Stephen's School community are expected to commit themselves positively and actively to the Christian culture of the School as affirmed in the School's Vision and Values. As a Christian community, relationships are at the very heart of who we are and what we do. This code of conduct seeks to articulate the common expectations of our community as evidenced in our behaviour.

All members of staff are expected to influence and encourage other employees, students, families and the school community to meet the expectations of this code by modelling and promoting behaviour when carrying out their responsibilities. As representatives of the school, each and every member of the school community has a responsibility to uphold this code at all times, particularly when working with the school and members of its community.

In demonstrating our commitment to uphold this code, members of the school community are expected to identify and report to the School conduct that is not consistent with this code.

### I THE CODE

All members of the St Stephen's School community are expected to:

- Act honestly and with integrity at all times
- Treat all people equitably and with respect
- Respect the privacy of others
- Respect and protect the property of the School and others
- Actively and positively engage and encourage others
- Communicate with care and transparency
- Abide by the law
- Comply with all policies and procedures of the School as amended from time to time
- Refrain from any action that may bring the school into disrepute
- Refrain from any action that may endanger self or others physically, emotionally or spiritually
- Refrain from using their relationship with the School for unauthorised personal gain
- Disclose to the School any potential conflict of interest arising from their involvement with the School and its community (*including disclosing any personal matter that may lead to an actual or perceived conflict of interest*)
- In course of engagement with the School, never accept gifts over \$100 in personal value without prior written consent of the School Principal or Council Chairperson. Any such gifts must be recorded on the School's Gift Register maintained by the Chief Financial Officer.
- Report any unsafe/potentially unsafe behaviours or events to the School

### 2 SUPPORTING PROCEDURES AND RELATED POLICY

Policy – Wellbeing and Care (School)

Policy – Privacy (School & Council)

### 3 LEGISLATION

Privacy Act 1988 and Australian Privacy Principles 2014

### REFERENCE DOCUMENTS

Doc Type	Approved	Review	Owner	Audience
Policy	Aug 2015	Aug 2017	ETeam	All School
<b>Registration Standard 2015</b>			<b>ISO 9000</b>	
4.2 Student Welfare			8.5 Improvement	
12. Legal Compliance			8.5.2/8.5.3 Corrective/Preventative Action	

*A Christian community in the Uniting Church tradition, inspiring learning that transforms and empowers lives*