ETHICAL BEHAVIOUR AND ACCOUNTABILITY

- We are aware of and strive to comply with the specific DET policy on the Code of Conduct.
- We serve the public interest and behave in ways that promote confidence in the integrity of public administration.
- We understand our right not to be subjected to unnecessary restrictions unrelated to public interest.
- We make ourselves aware of the 2004 DET Code of Conduct and relevant policies.
- We implement in an impartial way Government policy.
- We strive to align our behaviour with the values underlying Government policy.
- We support and promote public education.
- If we are in doubt of what is required then we seek clarification from a senior officer.

- Teaching staff understand and meet the professional responsibilities of teachers.
- School leaders understand their responsibilities in leading and managing the school.

- We fulfill our duty of care towards students and take reasonable care to protect students against risks of injury which reasonably should have been foreseen.
  - Our duty of care is reflected in the way we communicate with and relate to students, including the use of time-out, physical restraint, and the protection of students.
  - Risks associated with activities are assessed and addressed before the activities are undertaken.
  - Use of physical restraint/time-out is reported to the Senior Administrator who will keep a record of this.
  - Specific incidents where students or staff may have been at risk need to be recorded on an incident report and copies placed in incidents folder and students' files.
  - It is a good idea to keep a personal record of the events of each day in summary form. If a student leaves the classroom, the principal needs to be informed.
  - If students leave the school premises the principal decides on action in relation to duty of care.

- We behave in ways that promote the safety, welfare and well-being of students. We comply with child protection guidelines and maintain appropriate and sexually, physically, and psychologically safe relationships with students at all times. We are aware of the specific guidelines for protecting and supporting children and young people and procedures for reporting suspected risk of harm to children and young people.

- We conduct ourselves professionally and are committed to the safety, welfare and wellbeing of our students. We understand our responsibilities in responding to allegations against employees in the area of child protection. We also understand our responsibilities for the local management of less serious allegations in the area of child protection.

- We provide appropriate opportunities for community and business groups to be involved in the school.
- We strive for effectiveness, sound judgement and quality of service.
- We continually develop our own competence and that of the staff we supervise.
- We work with students, or support the work of teachers, to ensure that students gain the knowledge and skills they require to become effective learners and responsible citizens.
  - We devise and support effective learning programs and evaluation mechanisms
  - Meet the individual learning needs of students and assist each student to maximise learning outcomes
  - Undertake appropriate and ongoing professional learning to promote competence in curriculum development, delivery and evaluation, classroom management and teaching skills.

- We dress and behave in a manner that demonstrates professionalism and respect in the context of this school, for example, safe jewelry, clothing, shoes.
- We act in a courteous and sensitive manner when interacting with students, parents, caregivers, other staff and the public. This involves modelling to students the respectful and safe behaviour we wish of them.
- We care for departmental property and resources striving for economy and efficiency. We ensure that resources, funds, personnel or equipment entrusted to us are used effectively and economically in the
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We use the phone, fax and internet in ways that do not interfere with the performance of our duties. We always ensure that our communications are appropriate and beyond reproach.

- We make decisions in accordance with procedures, with honesty and integrity, objectively following the principles of procedural fairness.
- We identify ourselves to interested members of the public.
- We are unable to provide personal references for staff or former staff.
- We use ethical decision-making asking ourselves if the decisions we made would withstand public scrutiny.
- We are aware of the possibilities of real or perceived conflicts of interest and discuss these openly with supervisors and colleagues. Conflicts of interests may be involved in employment of personnel, expenditure of school funds, use of school resources, additional employment, receiving gifts over the value of $50 or the approval of any of these. Any conflicts of interests must be discussed with the principal who will manage and resolve this, including discussing the issue with the School Education Area Director.
- We do not consume alcohol or drugs on school grounds or when responsible for supervising students.
- We do not use tobacco on school grounds.
- We ensure that we are not affected by illegal drugs when we are at work.
- We ensure that we do not harass or discriminate against others and we follow the DET policies relating to Ant-Discrimination and Anti-racism.

- We comply with our OH&S policies, procedures and obligations.
- We comply with responsibilities of noting and notifying staff injuries.
- We comply with responsibilities of noting injuries and notifying accidents to students.
- We comply with Privacy and Freedom of Information guidelines maintaining the integrity and security of all official information and/or documents. We also have a special legal consideration for confidentiality about our students. This also means not discussing specifics of students lives outside this professional context and ensuring students' confidentiality, for example, last names of students are not included in the newsletter and no pictures of students are published outside the school context.
- We keep securely appropriate records of students including assessments, ILPs, semester reports, attendance, time-out & physical restraint use and written reports. We write in ways that would not cause offence or distress should anyone read what we have written. We do not hold students' record cards.
- We do not make public comment on our students. With approval of the SEA Director, we may make appropriate public comment on the programs at the school.
- We are careful and appropriate about the comments we make if we are members of external organisations.
- We report suspected risk of harm to children and serious crimes.
- We report other forms of corrupt conduct.
- We are aware that we need specific approval under the private and/or secondary employment guidelines if we are permanent staff and if we are casual other employment must not adversely affect DET.
- We are aware that we must keep records of any benefits we gain from the school which might incur Fringe Benefits Tax.
- We are aware that we can make protected disclosures where confidentiality is attempted to be maintained to the SEA Director if we are aware of corrupt conduct, maladministration and serious and substantial waste in the public sector. We are aware that there is a specific policy on Internal reporting of Protected Disclosures.
- We invite feedback from all those who work with us including parents and students.
- We follow the DET guidelines on Responding to Suggestions, Complaints and Allegations.
- If a staff member has a concern or a complaint about a colleague then this must be raised in the first instance with the staff member's supervisor. If this cannot be resolved, then the staff member can raise it with the principal in writing. If this is not satisfactorily resolved then the concern can be raised with the SEA Director.
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School hours
Teaching staff and permanent school administration and support staff need to be on duty from 8.30am to 3.00pm. Other administrative and support staff have allocated hours. All staff sign the attendance book on arrival. School administration and support staff also need to sign off. Morning tea is from 10.40 to 11.00am. Lunch is from 12.45 to 1.30pm. From 12.30 staff need to supervise students leaving on transport.

Staff Absences
If a staff member is going to be absent, the principal or school assistant needs to be informed as soon as practicable, preferably on the evening before the absences. An application for leave needs to be completed as soon as possible after the staff member returns to work.

Student Absences
The class roll is a legal document and must be marked each day and all information kept up to date.

Relief From Face-to Face
Teaching staff are allocated relief from face-to-face time to undertake duties relating to the implementation of the whole-school plan.

Supervision of students
Students are to be supervised at all times by teaching staff. Administrative and support staff cannot be responsible for students unless under teacher supervision. All staff are allocated playground duty. Administrative and support staff do playground duty but only when paired with teaching staff. The morning playground duty begins when the first student arrives. Two staff are allocated before school supervision; three staff are on the playground area at recess and two staff are at the front area of the school at recess. Lunch supervision is in the allocated room and a teacher and teacher's aide are rostered on.

- Students should not be in the staff room unless supervised.
- Students should not be left in classrooms without regular supervision.
- Students in time-out must be supervised at all times and noted in the school diary.
- Students arrive and leave by transport in Mathew Street. Drivers are reminded to drive very carefully in this area.
- At break times, students are to stay in bounds which is the area behind the main classrooms. Out of bounds includes behind the toilets and at either end of the main blocks.
- Students do not go to toilet alone in class time and young students may use the staff toilets when needed.
- Students who ride bikes must wear helmets and bikes are locked away in the storeroom once they arrive.
- Students need to be supervised if crossing Fowler Road.
- Students need to be reminded of safety rules, particularly those who might climb on buildings or trees. These students may need several reminders that their behaviour is unsafe and against school rules.
- Students using the play equipment must have a duty staff member in close proximity.
- Ball skills training using the soccer ball is usually played on the bottom grassed area and other ball and bat skills using a tennis ball only on the asphalt area. The basketball ring may also be used with small basketballs. Ball skills may be developed using the soft soccer ball in the assembly room.