



# TE AWAMUTU COLLEGE

## POLICY STATEMENT ON CODE OF CONDUCT (STAFF)

### Rationale

The Principal and the staff of Te Awamutu College need to ensure that they meet the highest possible professional standards of conduct.

### Purposes

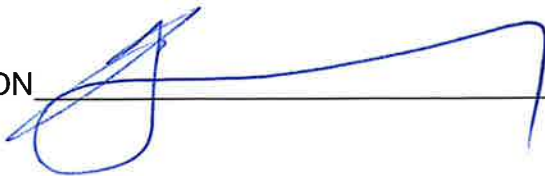
1. The following guidelines are to ensure that all Te Awamutu College staff employed by the Board are aware of the standards of conduct required by the Board and to ensure that Te Awamutu College operates efficiently and effectively, and that staff are treated fairly and equitably in the interests of all the school.
2. Staff should refer to the Collective Employment Contract applicable to their area of employment and in particular the stated Code of Ethics and other publications or guidelines for further information.

### Guidelines

1. Staff are expected to act honestly, conscientiously and in good faith at all times, having regard to their responsibilities, the interests of the school, and the welfare of colleagues and students.
2. Staff have an obligation to:
  - Be present at work as required in order to meet their obligations as laid down in their job description and to be absent from the work place only with proper leave or authorisation. Staff shall inform the Day Relief Co-ordinator of any unplanned absence before 7.00am on the day involved.
  - To inform the office when they leave the grounds and upon returning during the school day.
  - To attend all applicable meetings (timing is on the Term Planner) or to see the Principal or personnel responsible e.g. HOD (Department meeting) if unable to attend.
  - To carry out their school supervision duties in an efficient and competent manner and to arrange a swap if they are unable to attend to the duty. A duty roster will be available at the start of each term.
  - Maintain specified standards of performance in relation to the conduct, competence and discipline provisions of the relevant Collective Agreement and the standards for the Teaching Profession and The Code of Professional Responsibility (teaching staff).
  - Comply with lawful and reasonable employer instructions and policies, and to work as directed.

- Respect the privacy of individuals and use confidential information only for the purposes for which it was intended.
- Neither use, nor allow the use of school property, resources or funds for other than purposes authorised by the Board or the Principal.
- Incur no financial liability on the part of the school without proper authorisation.
- Be aware that they are role models and as such are expected to present themselves appropriately in dress and manner as outlined in the Staff Handbook.
- Recognise and affirm the efforts, contributions and achievements of their students, while complying with the pastoral and disciplinary systems of the school.
- Avoid any inappropriate physical contact with the students. Examples of appropriate physical contact include safety situations, greetings, congratulations, physical education curriculum delivery when appropriate.
- Address the students in a professional manner. Verbal abuse, racist comments, swearing at students, ridicule and hurtful or inappropriate comments are unacceptable.
- To take all reasonable precautions to minimise danger to their colleagues and students in their care. (see other relevant policies e.g. Health and Safety; Behaviour Management; Reducing Student Distress and Use of Physical Restraint).
- Avoid any inappropriate digital communications with students, staff, parents/caregivers and external agencies, organisations and businesses connected to the school. (Examples of digital communications include texts, emails, teams, social media).

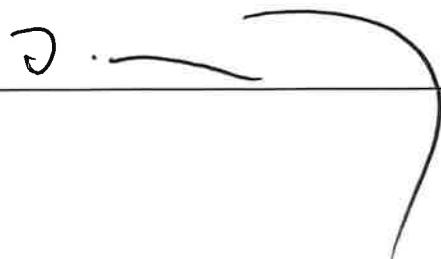
CHAIRPERSON



DATE

28/6/2023

PRINCIPAL



DATE

27/6/23