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**St Michael's Church School**

**Code of Conduct  
for Staff**

**November 2012**

## **CODE OF CONDUCT FOR STAFF:**

### **RATIONALE:**

- St. Michael's Church School is a Christian School in the Anglican tradition reflecting the intentions of the St. Michael's Church School Statute.
- The St Michael's Church School Board has a statutory obligation to be a good employer and the Board personally recognises the importance of treating staff fairly and properly in all aspects of employment.
- In return, the Board expects a high standard of behaviour from Staff. All staff are expected to identify with and have a commitment to the Christian principles, as outlined in the Code of Ethics and Values of the school, and to demonstrate that commitment in the performance of their duties.
- St Michael's Church School can operate effectively and provide a quality educational outcome when expectations between the Board (as the employer) and its employees are shared.

### **PURPOSES:**

- The purpose of this Code of Conduct is to assist Staff to know and understand the conduct and behaviour expected of employees of the St Michael's Church Board.
- This reflects the basic requirements of professionalism, integrity and courtesy needed to ensure that the School provides a quality education for our students.
- The Code of Conduct establishes three principles:
  - Staff must fulfil their statutory obligations to St Michael's Church School Board and perform their official duties with professionalism and integrity.
  - Staff will not bring the School into disrepute through their activities, whether inside or outside school.
  - Staff must adopt and adhere to Christian principles in all that they do.

### **GUIDELINES:**

- Where the employment of Staff at St Michael's School is their primary employment, their duties at the School will be their primary focus.
- All employees will be police vetted, either directly, or as part of their triennial teachers' Council registration. However, if an employee has any other prior criminal convictions they are required to inform the Board of such before accepting employment at the School.
- Staff must avoid any activity, either work-related or private, which could reflect badly on St Michael's Church School in its relationships with the school community. Staff must inform the Principal, in writing, if:
  - they apply for bankruptcy or become bankrupt;
  - they are charged with any criminal offending;
  - BEFORE seeking secondary employment - they must first obtain permission from the Board, which will not be unreasonably withheld provided that the secondary employment does not interfere with discharging and complying with the duties, responsibilities and obligations of their primary employment.
- Employees must carry out their duties in an efficient and competent manner.
- Employees must:
  - comply with the law;
  - comply with all lawful and reasonable instructions;
  - perform their duties according to relevant legislation;
  - comply with relevant codes of ethics or practice;
  - perform their work to an appropriate standard;
  - take reasonable care when using Board property;

- contact the Principal, where practicable, if they are to be absent from work due to sickness or an emergency.
  - NOT enter into any contract or agreement on behalf of St Michael's Church School Board without the authority of the Board.
- Whilst in the employ of St Michael's Church School Board Staff must treat colleagues, students and the public with courtesy and respect. Employees must:
  - avoid behaviour that is likely to cause distress to other employees or disrupt the workplace;
  - ensure that any workplace relationships do not have a negative effect on work performance or the performance of other staff;
  - show respect for the privacy of individuals;
  - not show inappropriate judgmental attitudes in a professional capacity
  - neither harass nor discriminate against colleagues or students on the basis of gender, age, disability, marital status, and ethnicity, religious or ethical beliefs or sexual orientation.
- Employees must not bring into School or Church grounds any material that is degrading, racist, sexist or pornographic. Guidance can be sought from the Principal.
- Examples of behaviour that would be considered unacceptable by the Board include:
  - ignoring lawful and reasonable instructions from the employer;
  - being drunk or under the influence of drugs or solvents whilst in performance of duties
  - withholding relevant information from the board when applying for employment;
  - knowingly giving false information to the Board;
  - making a false claim for expenses, approving expenditure for yourself or using Board services/resources for personal gain;
  - any sexual relationship or other sexual conduct with any pupil;
  - the use of abusive, obscene or threatening language or behaviour directed towards colleagues, parents, pupils or the public;
  - misuse, abuse or improper use of the employee's position or of any statutory authorities or powers that may be delegated to employees;
  - failing to disclose a personal relationship with a student or their family when you have a professional relationship with that person;
  - failing to respect the rights of others;
  - any behaviour that demeans or belittles other staff, students, parents or members of the public;
- Employees must be honest, fair and impartial in the performance of duties.
- Employees must not show bias to an individual pupil;
- Employees must not enter into financial relationships with any student of the School or any parent of any student of the school including lending or borrowing money. The exception is where a pupil is raising money for charity and approaches a staff member for support;
- Employees must not enter into any financial relationship with any other staff member without the express consent of the Board;
- Employees must inform St Michael's Church School Board, in writing, if they are involved in, or have a personal or financial interest or commitment to, any activity that may conflict, or could be seen by others to conflict, with the performance of duties and the goals of the school. A financial interest or commitment includes:
  - company directorships;
  - shareholdings;
  - holding or seeking secondary employment.
  - having a close family member, relation or partner working with you;
  - when a member of your family or a person that you know enters into a professional relationship with the school
- Staff should speak to the Principal or Board Chairman if they are unsure whether or not a particular situation is, or could be seen to be, a conflict of interest.

- Staff may not seek any form of reward for performing their duties as an employee other than in terms of their employment contract.
- Staff must inform the Board, in writing, if they are participating in a public or voluntary organisation (or intend to) where there is a conflict between their responsibilities and duties as a staff member of St Michael's Church School Board and their responsibilities and duties to the other organization, or where such a conflict may arise. In such a case, they must negotiate with the Board to resolve any conflicts with the paramount consideration being the adequate and proper performance of their duties and obligations to the Board.
- Employees may not provide information outside the St Michael's Church School Board without proper authority;
- Employees may not use Board information for unauthorised purposes;
- Employees may not use school information for personal benefit, gain or advantage;
- Employees may not breach the Privacy Policy.
- Teachers are required to abide by the New Zealand Teachers' Council professional code of ethics.
- Employees must inform St Michael's Church School Board if there are any conflicts between their professional codes of ethics and the duties they are directed to perform.
- Employees may not publicly comment on matters relating to individual students;
- Employees may not give the impression that they are expressing the views of St Michael's Church School Board when they are actually stating their own personal views;
- Employees may not make a personal attack in any media on a fellow staff member.

Failure by any staff member to meet these standards may result in disciplinary action being taken.

## **CONCLUSION:**

This Code of Conduct describes the standards of behaviour expected of staff. Behaviour or actions considered unacceptable by St Michael's Church School Board may result in disciplinary action against the employee concerned, including termination of employment. Where, in the opinion of the Board, the behaviour may involve criminal offending, it will be reported to the Police.