Introduction

This Code of Conduct (‘Code’) establishes a common understanding of the standards of behaviour expected of all members of the Ivanhoe Girls’ Grammar School community. A range of individuals provides services and support to the School. This may entail interaction with students in a vast array of activities including excursions outside School hours.

The Code places an obligation on all of us to take responsibility for our own conduct and to work with all other members of the School community in a cooperative and collaborative manner.

Code of Conduct

To assist the School in providing a safe and positive educational environment, all individuals on School premises are expected to:

• recognise and respect the authority of the School Board and Principal
• comply with all relevant laws, regulations, policies and procedures
• be honest and fair in every matter
• dress appropriately and act in a professional way that demonstrates respect for others and models appropriate standards for students
• observe safe work practices, which includes complying with all relevant health and safety regulations, e.g. wearing protective clothing and footwear; reporting any problems, incidents, injury or property damage as soon as they arise to the School Principal or Business Manager
• take all reasonable care to avoid foreseeable risk to others, particularly students
• observe the School’s zero tolerance approach to behaviour that a reasonable person would consider to be offensive, intimidating, humiliating, aggressive, threatening or abusive
• not harass, victimise or discriminate against any person on the basis of personal attributes e.g. disability, age, gender, race, religion, political affiliation, marital status, sexual preference
• observe the acceptable and appropriate use of electronic devices including mobile phones in the School environment
• perform work duties competently and responsibly, with a focus on delivering or supporting the highest quality education to students
• declare to the School Principal any potential or actual conflict of interest, whether personal or financial, including external employment

Privacy and Confidentiality

All members of the School community must observe privacy and confidentiality in respect of all information gained whether formally or informally through their role or other participation in School activities. All information held by the School must be handled with care and individuals must not discuss or disclose any personal information about students, staff or students’ parents/carers that may have been accessed or otherwise discovered in the course of their School position or any other involvement, except where the information is conveyed to an authorised person with an authentic need to know that particular information.