

CESSNOCK WEST PUBLIC SCHOOL

Code of Conduct Policy



Cessnock West Public School is an inclusive and welcoming workplace that promotes an organisational culture of innovative thinking and continuous self-development. We aim to provide a positive, supportive environment in which each individual, student or staff, can realise their full potential within the core values of respect, responsibility and learning.

Key considerations

The Code of Conduct applies to all employees of the NSW Department of Education, whether employed on a permanent, temporary or casual basis. The Code of Conduct sets out standards of behaviour expected and provide a broad framework that will help you decide on an appropriate course of action when you are faced with an ethical issue.

Procedures

At Cessnock West Public School, the Code of Conduct policy will be reviewed annually at a staff development day session or staff meeting.

Responsibilities

Employees

- All staff must be aware of and comply with the Code of Conduct, therefore must:-
 - i. engage in personal and professional conduct that upholds the reputation of the Department of Education NSW
 - ii. apply the Department's policies
 - iii. act ethically and responsibly, and
 - iv. be accountable for your actions and decisions
- All staff are expected to:
 - i. perform your duties to the best of your ability and be accountable for your performance
 - ii. follow reasonable instructions given by a supervisor
 - iii. comply with a lawful direction
 - iv. carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development
 - v. act honestly and in good faith in providing advice or service that is honest, impartial and comprehensive, irrespective of your personal views on a matter
- All staff must report possible 'risk of harm' to children to their supervisor or principal.
- All staff must report concerns about the inappropriate actions of any other employee that involve children to their supervisor or principal.
- All staff must report instances of suspected corrupt conduct, maladministration or serious and substantial waste to a disclosure officer.

Supervisor/Principal

Principals and supervisors must:

- i. promote collaborative and collegial workplaces by developing a positive working environment
- ii. exercise leadership by working with your staff to implement performance and development processes that are consistent with the employee's conditions of employment

- iii. provide ongoing support and feedback to your staff
- iv. model the professional behaviour you expect from employees
- v. establish systems within your area of responsibility which support effective communication and consult with and involve your staff in appropriate decision-making
- vi. take appropriate action if a breach of the Code of Conduct may have occurred.

Breach of Code of Conduct

- Consequences of inappropriate behaviour and breaches of this Code are described in the various employment legislation and regulations, and in the corresponding guidelines.
- Principals and supervisors have a responsibility to address a possible breach of the Code of Conduct by any employee as soon as they become aware of it.
- Other employees must also report possible breaches by colleagues to their supervisor or manager. If the possible breach is by their supervisor or manager then it should be reported to the next in line of management.

Contact Numbers

- Employee Assistance Program (EAP) on 1300 361 008 or 1300360364
- Employee Performance and Conduct Directorate - (02) 9266 8070