

Code of Conduct

Table of Contents

Introduction.....2..

- Why do we need to have a Code of Conduct? 2
- Who does the Code apply to? 2
- What are my responsibilities, as a member of Hutchins staff? 2

Guiding Statements.....3..

- Our vision..... 3
- Our mission..... 3
- Our values 3
- Our faith 3
- Our motto..... 3

Code of Conduct: Integrity.....4..

Code of Conduct: Humility.....5..

Code of Conduct: Kindness.....6..

- Supervision of students 6
- Work Health and Safety..... 7

Code of Conduct: Respect.....8..

- Communications and social media..... 8
- Use of tobacco, alcohol and other drugs and medication

Introduction

This Code of Conduct (the Code) has been developed by The Hutchins School (the School) in consultation with its staff. It outlines a set of principles which describe the personal and professional conduct that is expected of our staff. The Code is based upon the philosophy and values of the School which inform our understanding of the general responsibilities of staff and align with our duty of care and legal responsibilities.

Why do we need to have a Code of Conduct?

The purpose of the Code is to communicate the School's behavioural expectations to its staff and to outline a shared understanding of what is and is not considered acceptable practice. The Code is designed to guide the thinking and actions of staff in everything they do in the scope of their work by:

stating the values and principles that guide practiT 0 Td [y(a)13.4 and c(n)13.4 -0.h34Q0.0k(t)216 514.3199 9 9 9ica7atibTJ 0(g



THE HUTCHINS SCHOOL

Guiding Statements

Our vision

Hutchins provides an inspirational education where each student strives to achieve their personal best and is willing to serve their community as an informed and active citizen.

Our mission

Hutchins is an Anglican school whose supportive learning community works together to nurture the character of boys.

Our values

As a community, we aspire to be people of integrity who act with humility, kindness, courage and respect.

Our faith

A Christian life, as a response to Jesus Christ, is commended and encouraged at Hutchins. We express our Christian values in welcoming and respecting members of all faiths, beliefs and traditions.

Our motto

Vivit Post Funera Virtus – *Character Lives on After Death* – What you do matters.

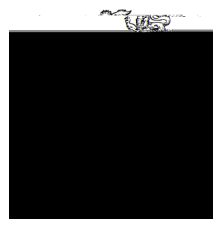
Code of Conduct: Humility

“Do nothing out of selfish ambition or vain conceit, but in humility, consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.”

Philippians 2:3-4

The Hutchins School values humility in its employees and students. Employees of the School should be aware of their relationship to and responsibilities under the School's policies, procedures and guidelines, which help to make the School a great place to work.

P.



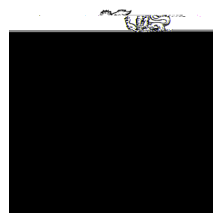
Work Health and Safety

The School's commitment to kindness extends to both staff and the workplace. Under the *Work Health and Safety Act 2012* (the Act), employees are required to:

take reasonable care for their own health and safety;

take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;

comply, so far as they are reasonably able, with any reasonable instruction that is given by the School to allow the S 6 -0 0 6 72 24.6e8 rolea iy.7 (af)2 (f)15.4 (ec)-2.7 (t)15.3Aathety



Code of Conduct: Respect

"Whoever pursues kindness and righteousness will find life, honour and respect."

Proverbs 21:21

The School expects that its staff will treat one other with respect. All employees should be approachable, courteous and kind when dealing with others, whether that interaction is with students, parents/carers, members of staff, or members of the School community.

The School strives to create a workplace and culture that is free from discrimination, bullying and harassment. Staff are expressly forbidden to discriminate against or harass any employee, contractor, student or parent/carer. If a member of staff believes that they are being unlawfully harassed, discriminated against or bullied, they may:

- ask the person to stop, making it clear that they find the behaviour offensive or unwelcome (if they feel comfortable to do so);
- raise the matter with their Head of School or supervisor to seek guidance on the matter; and/or
- raise the issue through the School's [Inappropriate Conduct Report Form](#).

Further information may be found in the School's [Harassment, Bullying and Discrimination Policy](#).

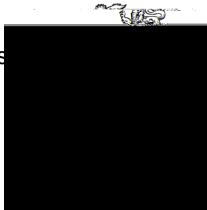
If a staff member believes that they are the target of ongoing, or more serious instances of harassment, bullying or discrimination, they are encouraged to report those issues through the [Complaints and Grievances Form](#). This commences a formal investigation into the behaviour and involves strict record-keeping and follow-up.

Both the [Inappropriate Conduct Report Form](#) and the [Complaints and Grievances Form](#) are structured around a workflow that will escalate the issue to the most appropriate staff member for resolution. Opportunities are provided to the person filing the report to avoid conflicts of interest, or to choose a specific recipient for their report. Accountability is built into these forms through their workflow, and all reports (and their follow-up) are monitored by the Policy & Compliance Manager and the Headmaster.

The School's expectation of respect means that any reports of unlawful discrimination, harassment or bullying are taken seriously and the School will take all necessary action if such conduct is found to have occurred, including disciplining or dismissing offenders. Equally, if it is found that the complainant lies about or exaggerates a complaint, the School will view this as a very serious matter, and they may be disciplined or dismissed.

Communications and social media

Staff are expected to show respect in all their communications, irrespective of the media in which they are broadcast. This includes respect for the privacy of our staff, students and community (in keeping with the [Privacy Policy](#)), and an expectation of exemplary conduct online (outlined in our Information Technology agreements and our [Social Media Policy](#)). Staff are expressly forbidden to 'like', 'friend', 'follow' or otherwise connect with students on social media, except where:



the student is a member of the staff member's family; or
the interaction occurs within an officially sanctioned platform/group/forum established by the School.
For more information, please refer to the [Social Media Policy](#).

Use of tobacco, alcohol and other drugs and medication

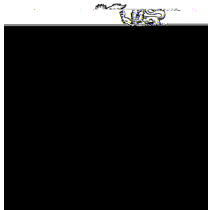
The School is committed to providing a productive, safe and healthy workplace. Staff are expected to show respect to their fellow employees, the School, and members of the School community. This includes ensuring that their capacity to perform their duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put themselves or others at risk. Employees suffering from a drug or alcohol problem that adversely affects their work performance are expected to actively seek professional assistance to correct the problem. In this regard, employees are encouraged to access our School Counsellors or our Employee Assistance Program (EAP).

Hutchins is a smoke free workplace. Smoking is not permitted in School facilities, in School grounds, or at School functions.

All staff are expected to:

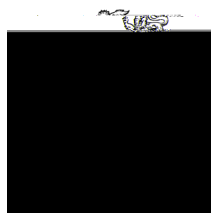
demonstrate courage in notifying a supervisor where a co-worker is affected by drugs or alcohol; and

lw 0 forohoe fsla6 (pef)2 (u)13.3 (nc)ed 3.3 (nc)d tox wls.6 (ha)1l2.6 (s)2 (ed)13yd Tm [(s3(e)1396



What happens if I breach the Code?

Breaches of the Code, including apparent breaches and allegations, will be dealt with in accordance with our [Discipline and Performance Management Policy](#), [Commitment to Kindness](#), and the principles of procedural fairness (or 'natural justice'¹). [B463.015 T7m \(B\)\(j\)-0.7 \(us\) \(t\)2](#)



Code of Conduct review details

Date	Version	Description of changes
October 2017	1	Document created by Deputy Headmaster and Director of Staff Performance
July 2017	2	Significant review and rewrite of the Code. Review Committee established and staff consultation sessions held.
October 2018	3	Code reviewed. Anti-Bullying Policy – Staff added to pages 7 and 15. Guideline for Parents and Staff in Dealing with Harassment and Bullying removed.
July 2020	3.1	Minor textual changes for clarity; document placed in the 2020 template.
March-June 2021	4	Major overhaul of the Code. Reworked framework to reflect the School's new values: (integrity) humility / kindness / respect / courage. Moved Safeguarding Children components into the Practice & Behaviour Guidelines (reworked as 'Practice and Behaviour Standards'). Removed section regarding drug/alcohol consumption, replaced with reference to the Consumption and Service of Alcohol Policy. References added to the three new reporting mechanisms that encourage accountability and transparency (the Inappropriate Conduct Report Form , Complaints and Grievance 0.494 0 0.224 rg -0.0(age ac)- 3

