



**St Anthony's School
Seatoun**

Staff Code of Conduct

July 2017 - December 2018

Introduction

It is with pleasure that we present the St Anthony's Code for Conduct for all employees, as part of our desire, and indeed our obligation, to be a good employer.

We refer to "all employees" or "all staff" throughout this code. All employees/staff will be treated equally under this code. There is no favour or bias, or any exception made, for any employee for any reason, including, but not limited to their: role, title, qualification, experience, or position (tagged or untagged).

We are committed to treating all employees fairly and properly in all aspects of employment and also to taking all reasonable steps to maintain the wellbeing and safety of all whom we employ. We are committed to striving to ensure that the conduct and behaviour of all employees at St Anthony's reflects the Gospel values in our day-to-day lives.

Our Code of Conduct gives a clear basis for all employees to know and understand the minimum standards of conduct and behaviour required at St Anthony's School.

The standards set out in our Code are fully compliant with, and reflective of:

- The Practising Teacher Criteria. Please ensure that you are familiar with these criteria in their own right. This is important as the PTCs are a vital component of the performance appraisal of all teaching staff;
- The Teacher's Collective Agreement (NZEI). Please note that detailed consultation has occurred with NZEI to ensure this is the case and that nothing in our Code in anyway contravenes or negatively impinges on the conditions of the Collective Agreement;
- the Education Council's Code and Standards; and
- the NZCEO Code of Ethics.

Having a Code of Conduct for St Anthony's brings us into line with the majority of other NZ Primary schools. It represents another step in our continuous development towards ensuring we have governance and operations expectations, policies, and procedures which are of high quality and represent best practice.

Our Code of Conduct and its associated policies form part of the employment contract for all St Anthony's employees and as such requires compulsory compliance.

Our Code of Conduct is valid at all times and perpetually until it is varied in writing, and in consultation with staff. Any agreed amendments will then be specifically identified and an updated version made available for all St Anthony's employees (via SchoolDocs).

We are confident that our Code of Conduct adds to the promotion and protection of all who continue to commit on a daily basis to demonstrate positive professional behaviour that reflects the significance of the job of providing a Catholic education to the students of St Anthony's.

We look forward to continuing to work together with all employees of St Anthony's, as always with our critical focus on our shared vision of students excelling through faith, opportunity and self-belief.

Ngā mihi, St Anthony's Board of Trustees

Annette Bridgman (Chair), Andrew Pink (Deputy Chair), Amber Proudfoot, Anne Dowden, George Bouras, Kate Riddell, Emma Blades, and David Sullivan, Jennifer Ioannou and Sarah Macintosh

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1. Purpose of the Code of Conduct

The purpose of our Code of Conduct is to assist all staff to know and understand the minimum standards of conduct and behaviour expected of you as an employee of St Anthony's School.

This reflects the basic requirements of professionalism, integrity and courtesy needed to ensure that we provide a quality Catholic education to our students, and that a pleasant and safe working environment exists for all employees and students.

The purpose of our Code of Conduct is also to give practical reality to the central goal set out in 'Catholic Education of School-Age Children (1)' that all Catholic schools are: "first and foremost....a place to encounter the living God who in Jesus Christ reveals his transforming love." As a Catholic school this is at the heart of all we do and guides us as we endeavour to:

- foster self-esteem and respectful relationships based upon a commitment to dignity, respect and equality for all people, modelled on gospel values.
- teach and maintain all Christian virtues including reconciliation, justice, integrity and honesty.
- Care for and encourage in faith all those associated with St Anthony's school community.

1. Catholic Education of School-Age Children, published in 2014 by the New Zealand Bishop's Conference.

2. Coverage

Our Code of Conduct applies to all employees of St Anthony's School, including permanent, temporary and casual employees. Our Code forms part of the employment contract. As noted above, all employees will be treated equally under this code. There is no favour or bias, or any exception made, for any employee for any reason, including, but not limited to their: role, title, qualification, experience, or position (tagged or untagged).

3. Principles

Our Code of Conduct establishes three principles of conduct which all employees are expected to observe:

- 1) You should fulfil your lawful obligations to your employer with professionalism and integrity.
- 2) You should perform your official duties honestly, faithfully and efficiently, respecting the rights and wellbeing of St Anthony's students, school community and all other employees.
- 3) You should not bring your employer into disrepute through your activities, whether inside or outside school. Activities inside or outside the school are not likely to be acceptable if they:

- damage the standing or reputation of St Anthony's School.
- interfere with the proper performance of your duties.
- harm the wellbeing of students or colleagues.

Any of the words used in our Code which may be considered to be subjective (such as integrity, faithfully, honestly, courtesy, efficiently etc) should be understood to represent both the common usage of such words (i.e. their use in day-to-day convention) and their standard dictionary definition. Further the Code itself and the other documents referred to as part of it, effectively explain the expected behaviours and attitudes which define professionalism. In other words, professional conduct is not, in fact, a matter of opinion but is the requirement to adhere to the Education Council Standards, the Conditions of Employment, the NZCEO ethics standards and St Anthony's Code of Conduct – all of which are mutually reinforcing. As such disputes of definition are not expected to result from our Code.

4. School Policies

Our Code of Conduct should be read and adhered to in conjunction with all school policies, procedures and operating rules. The full set of school policies can be accessed through SchoolDocs. In particular, staff should be very familiar with the following policies:

- 1) Catholic Special Character Policy;
- 2) Child Protection Policy;
- 3) Health, Safety and Welfare Policy;
- 4) Equal Employment Opportunities Policy;
- 5) Cyber-Safety Agreement

5. What is Expected of Everyone

5.1 Shared Expectations

St Anthony's School can operate effectively and provide a quality educational outcome when there is a shared expectation between the Board (as the employer) and its employees. This is a two-way commitment that benefits both the employer and employee when expectations are clearly established, understood and met.

Set out below is a summary of the expectations that St Anthony's School Board, as the employer, has of you, and the expectations that you, as an employee, may have of St Anthony's School Board.

5.2 St Anthony's School Board Expectations of Staff

St Anthony's School Board expects you to:

- 1) Work within the law with honesty and integrity;
- 2) Comply with all lawful and reasonable instructions;
- 3) Comply with the policies, procedures and operating rules of the St Anthony's School;

- 4) Work diligently and meet the requirements of your employment agreement;
- 5) Respect the rights, dignity and wellbeing of other employees, students and the school community.

5.3 Obligations of St Anthony's School Board to Staff

As a good employer, St Anthony's School Board are committed to meeting the following staff expectations:

- 1) A commitment to the spirit and principles of the Treaty of Waitangi;
- 2) A commitment to the spirit and principles of the Catholic special character of our school;
- 3) Opportunities for equal employment, including recognition of:
 - the aims and aspirations of Māori and ethnic or minority groups;
 - the employment needs of Māori, Pacific Island, ethnic or minority groups, women, and people with disabilities;
- 4) Impartial and open selection and appointment procedures;
- 5) Fair rates of remuneration for skill, responsibilities and performance;
- 6) An up-to-date job description that provides clear statements of your duties and your employer's expectations of you;
- 7) Adequate training and equipment to perform your duties;
- 8) Regular and appropriate feedback and communication on your work performance;
- 9) Effective communication of information;
- 10) A healthy and safe workplace, including one which acknowledges the importance of the wellbeing of all within it;
- 11) Opportunity for the enhancement of your abilities;
- 12) Freedom from harassment or discrimination in the workplace. Discrimination includes, any treatment based on gender, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation and/or socio economic status or any other bias;
- 13) The availability of a supportive and confidential Employee Assistance Programme;
- 14) Appropriate disciplinary and dispute resolution procedures.

5.4 Codes of Behaviour

If you have any prior criminal convictions, you are required to inform the employer about them before accepting employment with St Anthony's. If you do not disclose this information or are not truthful about it, disciplinary action could be taken against you and may lead to dismissal.

All employees must avoid any activity, either work-related or private, which could reflect badly on St Anthony's School, including in its relationships with the school community. This means that you are to inform the employer in writing if:

- 1) You apply for bankruptcy or become bankrupt;
- 2) Any criminal charges or convictions that may occur while you are employed at St Anthony's School are of such a nature that it would be inappropriate for you to continue to be employed in the same capacity. This may include, for example, charges that involve loss of trust between you and the employer, or charges that damage the reputation of the school.

5.5 Respect for Others

While employed at St Anthony's School, all staff have a duty to treat all other employees, students, community members and the public with courtesy and respect. This means that all employees are expected to:

- 1) Ensure that any workplace relationships do not have a negative effect on work performance;
- 2) Respect the privacy of individuals when dealing with personal information;
- 3) Be non-judgemental and not harass or discriminate against anyone on the basis of their gender, marital status, religious belief, ethical belief (which covers lack of a religious belief), colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation and/or socio-economic status or any other bias;
- 4) Not have or bring into the workplace any material that may be viewed as discriminatory, that is pornographic, or that is otherwise offensive to the employer, other employees, students, community members or the public;
- 5) Ensure at all times that language, including body language, is appropriate, non-offensive, non-discriminatory and upholds the special Catholic character of St Anthony's School;
- 6) Refrain from using mobile phones or any other devices (personal or owned by the employer) during meetings or other school activities, unless specifically required for the activity.
- 7) Ensure that respect for others and their wellbeing is shown in all forums, inside or outside of school, including in social media, personal communications and any other reference to colleagues, students and the wider community.

6. Standards of Conduct

6.1 Professional Integrity

All employees are expected to identify with and have a commitment to the philosophy, values and special Catholic character of St Anthony's School, and to demonstrate that commitment in the performance of their duties.

Employees should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, students, parents and other stakeholders, sets an example of this commitment. In all forums, including electronic (social media), all employees are therefore expected to:

- 1) Actively and openly support St Anthony's School, even in cases where there may be disagreement about school programmes, policies or procedures;
- 2) Show commitment to, and respect for, each other and for each other's wellbeing. This includes, but is not limited to, refraining from being part of gossip, speaking negatively about each other and/or, exhibiting body language that portrays a negative attitude to each other. It also includes being welcoming, inclusive and positive towards each other's contribution;
- 3) Understand that parents are primarily clients of the school and that at all times any personal relationships with parents need to reflect this professional relationship;

- 4) Ensure at all times that language, including body language, is appropriate, non-offensive and upholds the special Catholic character of St Anthony's School.
- 5) Actively represent St Anthony's School in a positive and professional manner, at all times.

The Board expects all of its students to receive the highest possible quality of teaching and learning within a positive, equitable and respectful environment.

6.2 Appearance and Dress

The way we dress provides an impression of the way we view our job. All St Anthony's employees will:

- 1) Dress in a clean and tidy manner;
- 2) Ensure dress standards are appropriate for Health and Safety. Personal safety and that of others should not be affected by dress;
- 3) Remember that they are role models for students and that their dress and appearance should at all times reflect this;
- 4) Not dress in a way that could offend students, parents, colleagues, the wider St Anthony's community or other stakeholders.

6.3 Attendance

All employees are expected to:

- 1) Attend work in accordance with their contract of employment (for teaching staff refer section 2.10: <http://www.nzei.org.nz/AgreementDoc/PTCA.pdf>) and associated terms and conditions in relation to hours, days of work and holidays.
- 2) In the event of illness or injury, ring the Principal prior to 7.30am to let them know that they are unable to be at school. For teaching staff, an outline for the day should be emailed to the DP (and copied to the Principal) prior to the commencement of the school day;
- 3) Whenever possible, and within the control of the employee, make medical and dental appointments outside of working hours or during holidays. In special circumstances where this is not possible, absence needs to be discussed and agreed with the Principal;
- 4) Follow St Anthony's Staff Leave Policy if time off is required for any reason other than personal illness;
- 5) As often as possible, and representing a reasonable balance between the need and desire for both personal time and to support and uphold St Anthony's special character, attend and take part in extra-mural activities such as Masses and special liturgies. The Employer will ensure that the number, frequency, timing and notice given of these occasions is reasonable. Staff will also continue to be involved in planning such events therefore further contributing to setting reasonable expectations

Teaching Staff Accessibility

The Board of St Anthony's expects that teachers will be onsite and available to parents and colleagues between 8am and 4pm Monday to Friday during term time unless requested leave is granted by the Principal.

The Board, as employer, trusts and fully appreciates that a full-time teaching job regularly involves significant additional hours off-site to ensure the job of teaching is done properly and efficiently. We also believe that expected minimum hours of accessibility are necessary to:

- (i) Give certainty to our community as to the availability of teachers;
- (ii) Develop collegiality
- (iii) Ensure time for development of teaching and learning
- (iv) Enhance communication as a teaching team
- (v) Ensure contact hours are used for contact rather than being diverted for other purposes better suited to outside contact hours
- (vi) Reflect that a full-time teaching position has the same expectations of any other full-time employment.
- (vii) Give effect to the collective agreement that “employees shall work such hours as may be reasonably required of them to enable them to properly fulfil their responsibilities as teachers whether or not such hours exceed 40 hours per week. The normal hours of work for employees should as far as practicable however not exceed 40 hours per week Monday to Friday.” St Anthony’s accessibility requirement is for a 7.5 hour day (excluding ½ hour lunch break) which equates to less than a 40 hour week.
- (viii) Ensure St Anthony’s is in line with the convention of the majority of other NZ schools.

The employer understands that from time to time there will be reasons that individual staff may desire to arrive after 8am and leave prior to 4pm, Monday to Friday during term time. The Employer delegates to the Principal the decision to allow flexibility in these hours on the basis that:

- (i) sufficient notice is provided;
- (ii) specific discussion is undertaken with the individual staff member;
- (iii) the decision reflects relative fairness in the application of this flexibility across all staff members (we would also hope that individual staff would take into account the fairness of their requests on other members of their team).

6.4 Professional Development

Teaching staff are expected to demonstrate a commitment to undertake valuable learning for the benefit of the students. To allow this to happen, and to give practical affect to section 2.10.3 of the Collective Agreement, teaching staff will attend up to 10 Call Back Days per school year (or the equivalent). The Principal will give at least one term’s written notice of required Call Back days and will identify their focus.

Teachers will also attend weekly staff meetings, R.E. Cluster Meetings and Kāhui Ako (Communities of Learning) meetings. The Principal and staff will work together to decide the Professional Development focuses each year.

6.5 Safeguarding Children

Our expectations are for all employees to:

- 1) Read, understand and follow St Anthony's Child Protection Policy. This includes following the obligations to ensure that all contact with a student or their family meets the requirements of this policy, and to undertake a police check;
- 2) Act in an open and transparent way that would not lead to any suspicion about actions or intent;
- 3) Respect their duty to protect students from harm and to maintain professional boundaries;
- 4) Refrain from developing or grooming any 'special' relationships with students that could be construed as favouritism (for example the offering of gifts or special treatment for specific students);
- 5) Refrain from exhibiting behaviours with students, which may be construed as unnecessarily physical (for example sitting on laps);
- 6) Refrain from using inappropriate language in the presence of students;
- 7) Refrain from expressing any discriminatory views against anyone including on the basis of gender, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation and/or socio-economic status, or any other bias;
- 8) Not to have inappropriate online contact with a students (including by social media, personal email, phone, instant messaging etc);
- 9) Obtain the consent of parents or guardians prior to photographing or videoing a child and uploading media onto any social media site associated with St Anthony's. At no time shall any images of students be shared via any staff member's private social media sites/contacts;
- 10) Staff members should carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities, operations, policies or procedures.

Failure to make a relevant declaration of interest is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the Principal, the employer and NZEI.

6.6 Alcohol and Drugs

- All employees are expected to attend work without being impaired by alcohol or drugs.
- If alcohol or drug usage impacts on an employee's performance, the Principal and/or employer has the right to discuss the matter with the employee and take appropriate action, including referral to the police.

7. Conflicts of Interest

7.1 Conflict of Interest and Integrity

All employees are expected to be honest, fair and impartial when performing their duties. This means that all employees:

- 1) Should treat everyone fairly. No positive or negative bias should be shown to an individual student, other employee, community member or the public;

- 2) Are not to approve anything that will result in expenditure in respect of themselves (e.g.: travel expenses, a training course), unless this has been previously agreed in writing with the employer;
- 3) Will not lend money to, or borrow money from, or otherwise enter into financial relationships with, other employees or students. The amount of money lent or borrowed could imply indebtedness that could lead to a conflict of interest in formal work relationships;
- 4) Must inform the employer of any involvement in, or any personal or financial interest or commitment to, any activity that may conflict, or could be seen by others to conflict, with the performance of your duties and/or the operations, policies, procedures or any other standards set by St Anthony's School. This includes situations such as, but not limited to:
 - 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. Under no circumstances are you to become professionally involved, or in any way try to influence that relationship, or obstruct staff in performing their duties.
- 5) A financial interest or commitment includes:
 - company directorships;
 - shareholdings;
 - offers of additional employment outside the school.
- 6) Some employees, such as teachers, are required to abide by a professional Code of Ethics. These employees must inform the employer if there are any conflicts between their professional Codes of Ethics and the duties they are directed to perform;
- 7) All employees must consult with the employer before taking up other paid employment where that other paid employment could conflict with the performance of their duties at St Anthony's School;
- 8) All employees should speak to the employer if unsure whether a particular situation is, or could be seen to be, a conflict of interest.

7.2 Participation in Public Bodies or Voluntary Associations

All employees must inform the employer if participating, or intending to participate, in a public or voluntary organisation) where there are actual or potential conflicts between your responsibilities and duties as a St Anthony's employee and your responsibilities and duties to the other organisation. Where it is considered there is a potential conflict of interest, appropriate arrangements will need to be made to avoid or resolve the conflict.

For example:

- It could be interpreted as a conflict of interest if you are a member of (or plan to become a member of) or have a family involvement in a trust or community organisation which is funded by or otherwise linked to the employer or St Anthony's School;
- If you intend to stand for Parliament, as is your right, you must nonetheless discuss this with your employer, to arrange leave. (This will commence at an agreed date, as per the *Electoral Act 1993*.)

7.3 Gifts and Rewards

No employee may seek any form of reward (including gifts, favours, prizes or fees) for performing the duties of their employment. Gifts or rewards can be seen as bribes or inducements that put you under an obligation to someone other than the employer. While it is acceptable to receive a gift of a low value, if you are offered any form of reward or gift valued at \$50.00 or more, you should inform the employer who will decide the appropriate response.

8. School Assets

8.1 School Premises, Equipment and Communication

School equipment and systems are available only for school-related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Principal acting on behalf of the employer.

St Anthony's Cyber-Safety Agreement, and SchoolDocs policies and procedures, identify the specific terms of use of school assets as well as the requirements governing the protection of students and staff in association with the use of those assets. These should be read in conjunction with this Code.

9. Public Trust & Confidence

9.1 School Networking Websites

- 1) Employees must not access social networking sites for personal use during class time or meeting times;
- 2) Access to some journals, blogs and social networking sites is permitted during classes for the purposes of undertaking job related duties only;
- 3) Employees must act in the best interests of the school and not disclose personal data or information about any individual, including other employees and/or students;
- 4) Access to school networking websites may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made against any individual or group of individuals at, or related to, St Anthony's School.

9.2 Data Protection

- 1) All employees are required to collect, maintain and dispose of sensitive or personal data in the school's destruction bin;
- 2) Employees should not disclose sensitive information about the school or other employees, to other parties;
- 3) Employees have the right to request access to data that is held about them and such requests should be made to the employer.

9.3 Official Information

The disclosure or release of official information is subject to the *Official Information Act 1982*. Information related to St Anthony's School, its suppliers or the users of its services is

to be treated at all times as confidential to St Anthony's and is to be used by employees for official purposes only.

All employees are subject to the provisions of the *Privacy Act 1993*.

9.4 Release of Official Information

Official information must only be released by authorised employees, and only in accordance with the procedures as stated in the Official Information Act 1982. All employer instructions about the release of official information must also be followed. Official Information is not to be released to the media or the public without the proper authorisation. For example, staff may not remove or copy school documents or records for external use without approval from their employer. Official information can never be used for personal motives.

9.5 Public Comment

No employee should respond to requests from the media for comment on matters relating to the school. Only authorised staff members should respond to media requests for comment on such matters. If the media makes an approach to you, inform your Principal in the first instance, acting on behalf of the employer, so they can respond to the media request or delegate authority to do so.

10. Breaches of the Code of Conduct

Our Code of Conduct describes the standards of behaviour expected of all employees. As outlined in our Code, behaviour or actions that are considered unacceptable by the employer may result in disciplinary action against the employee concerned.

All concerns about staff conduct are documented by the school, and managed through the **Complaints** procedure.

Concerns about staff conduct, in and out of school, are filed and kept for the Board "in-committee".

Concerns about serious misconduct are **investigated through the formal complaint procedure**, and advice is sought from appropriate individuals and agencies such as NZSTA, insurance companies, legal professionals, teacher unions, and regional Ministry of Education staff. The Ministry of Education defines serious misconduct of staff as conduct that, if proven, "would have the effect of wholly destroying the trust and confidence that the board has in that employee". The **Education Council** provides more detail on the criteria for reporting serious misconduct.

The school follows the mandatory reporting guidelines of the Education Council.

- Further information on the New Zealand Education Council's Code and Standards can be found at <https://educationcouncil.org.nz/sites/default/files/Our%20Code%20Our%20Standards%20web%20booklet%20FINAL.pdf>
- Further information on the Professional Standards for teachers can be found at <https://www.education.govt.nz/school/running-a-school/employing-and-managing-staff/collective-agreements/primary-teachers-collective-agreement/schedule-3-interim-framework-of-professional-standards-for-teachers/>

“Catholic Education is above all a question of communicating Christ, of helping form Christ in the lives of others.”
(The Catholic Education of School-Age Children NZCBC 2014)

Acknowledgement of Receipt of and Commitment to Code of Conduct

I _____ (name)

acknowledge that I have received a copy of the Code of Conduct and have read its contents.

I am committed, at all times, to ensuring my conduct meets the standards as set out in this Code, to the best of my ability.

I understand that a breach of the Code may lead to disciplinary action as set out in the code.

Signed

Date

(Please sign and date this page and the Principal will photocopy it for you to keep with this Code of Conduct. The original will be kept on your file).