

1. Purpose

This policy ensures that staff interact with students at My College in ways that enhance educational, social and spiritual development of our students and provide a safe environment for all. It provides an outline of the expected professional behaviours as is built upon the VIT Code of Conduct, Child Safety Standards and the Islamic ethos of the College. It also ensures that staff have a clear understanding of professional interactions, the working environment and culture of operations at the school.

2. Scope

This policy applies to all staff and personnel at My College. It encompasses casual staff, volunteers, student teachers, contractors and visitors. This Code extends to any physical and virtual spaces.

3. Statement of Commitment

As a professional community My College expects all employees to uphold respectful and professional relationships across all College settings and situations.

4. Implementation Strategies

4.1 Adherence to School Mission and Ethos

- **School's Mission and Values:** Teachers are expected to actively support and promote the school's mission, values, and educational goals, fostering an environment that aligns with these principles. All decisions and actions should be made in alignment with the school's vision.
- **Upholding Islamic Values:** Teachers must embody and uphold Islamic values in accordance with Sunni Islam, as outlined in the Quran, Sunnah, and the four recognised Madhahib (Hanafi, Maliki, Shafi'i, and Hanbali). This includes acting with integrity, respect, and responsibility in all dealings with students, staff, and the wider community. Teachers are also expected to uphold these values both inside and outside the school environment, in a manner that reflects positively on the school's image and reputation.
- **Character and Conduct:** Teachers should exemplify Islamic morals and values through their behavior. Their actions should reflect honesty, respect, and responsibility, ensuring that they are positive role models for students and colleagues alike.

4.2 Respectful Boundaries and Professional Relationships with Students

- **Professional Boundaries:** Teachers must always maintain a respectful and professional relationship with students. Any behavior that could be perceived as overly familiar, unprofessional, or inappropriate is prohibited.
- **Physical Contact:** Physical contact should be avoided unless absolutely necessary. Appropriate situations for physical contact may include assisting a student who is injured, guiding a young child through a crowded area, or offering comfort in case of distress.

Teachers must exercise discretion to ensure that any contact is respectful, minimal, and for the safety and well-being of the student.

4.3 General Safety Responsibilities

- All staff members are responsible for maintaining a safe environment for students and colleagues.
- Any potential hazards must be reported to the designated safety officer or SMT immediately.
- Emergency procedures must be followed in the event of accidents, fires, or security threats.

4.4 Compliance with School Procedures and Policies

- **Adherence to Procedures:** Teachers are expected to comply with all school procedures, policies, and guidelines. This includes, but is not limited to, attendance, punctuality, dress code, classroom management, curriculum delivery, and student safety.
- **Consequences for Misconduct:** Any violations of the school's policies will result in appropriate consequences, in accordance with the school's behavior management system. Possible actions may include verbal warnings, written warnings, or further disciplinary action, depending on the nature and severity of the violation.

4.5 Defiance and Non-Compliance with Senior Management Team (SMT) Decisions

Teachers are expected to respect and comply with directives from the Senior Management Team (SMT) as part of their professional obligations. Any form of defiance, insubordination, or refusal to adhere to SMT instructions will be taken seriously.

Expected Conduct:

- Teachers must communicate professionally and respectfully with SMT members.
- Concerns or disagreements with SMT decisions should be raised through appropriate channels, such as scheduled meetings or formal grievance procedures.
- Public or disruptive defiance of SMT decisions will not be tolerated.

Consequences for Defiance:

- **Verbal Warning:** For minor instances where a teacher fails to comply with SMT directives.
- **Written Warning:** If defiance continues or disrupts school operations.
- **Disciplinary Action:** Repeated or severe cases of non-compliance may lead to formal disciplinary measures, including possible suspension or termination.

Grievance & Appeals Process:

- If a teacher disagrees with an SMT decision, they may submit a formal appeal through the school's grievance policy using the official complaint form.
- All appeals must be documented and addressed in a professional manner.
- The school will ensure fairness in reviewing and addressing concerns.

4.6 Attendance, Punctuality and Working Hours

- Start and End Times for Teachers & Staff:
 - Teachers are required to be on campus by **8:15 AM** and must sign in.
 - Teachers may leave at **4:00 PM**, except when required to stay for meetings. Staff members may leave as soon as the meeting concludes.
 - If a teacher has been previously warned about consistent tardiness and fails to comply with the school's punctuality requirements, the school reserves the right to deduct the equivalent amount of time from the teacher's pay for the period of lateness.
- Absences: If a teacher is absent, they must notify the school's daily organiser by **6:45 AM** on the day of absence. Planned absences should be reported as early as possible to ensure appropriate arrangements can be made.

4.7 Dress Code

<u>Male Staff</u>	<u>Female Staff</u>
<ul style="list-style-type: none">• Loose-fitting pants and tops. Thobes preferred.• Haircuts should be neat and well-maintained. Long hair must be covered, and hair should be kept at a uniform length.	<ul style="list-style-type: none">• Loose abayahs that cover the ankles.• Long nails and nail polish are not permitted.• Scarves must cover the neck.

4.8 Teacher Professionalism and Ethical Conduct

- **Behavior and Communication:** Teachers should engage with students, colleagues, and parents in a manner that is respectful, professional, and positive. Teachers are expected to foster a learning environment that is safe, inclusive, and conducive to mutual respect.
- **Confidentiality:** Teachers are responsible for maintaining confidentiality regarding student information and school matters. This includes adhering to legal and ethical guidelines, ensuring that sensitive information is not disclosed without appropriate authorisation.
- **Legal and Ethical Considerations:** Teachers must comply with all relevant legal obligations concerning child safety, mandatory reporting, and student wellbeing. This includes adhering to the Child Safe Standards and other legislation related to the welfare and protection of children.

4.9 Consequences for Non-Compliance

Failure to comply with the policies outlined in this document may result in verbal or written warnings or further disciplinary action in accordance with the Victorian Institute of Teaching's (VIT) professional standards and conduct policies, as well as the school's behavior management policy. Repeated violations may result in more severe consequences, such as suspension or termination of employment, depending on the nature of the misconduct.

4.10 Regular Reviews

Teachers are encouraged to regularly review these policies and stay informed about any updates or changes. It is each teacher's responsibility to ensure they are familiar with the current guidelines and understand how these policies apply to their roles.

4.11 Performance Standards and Professional Accountability

Professional Expectations: Teachers are expected to fulfill their instructional duties, support student learning, and demonstrate effective classroom management skills in alignment with the school's educational standards and goals.

4.12 Use of Technology & Social Media Policy

- Teachers must use school technology responsibly and refrain from personal use during instructional hours.
- No teacher should engage with students on social media platforms outside of official school communication.
- Sharing sensitive or confidential school matters on social media is strictly prohibited.

4.13 Harassment & Workplace Conduct Policy

- Any form of workplace bullying, harassment, or discrimination will not be tolerated.
- Staff should report any misconduct through the proper channels.
- The school commits to a safe and respectful working environment for all employees.

4.14 Emergency & Crisis Management Policy

- Teachers must be familiar with school emergency procedures.
- Crisis management responsibilities must be adhered to during incidents.
- Regular drills and training will be conducted.

4.15 Confidentiality

Employees concur that both during tenure and thereafter, they will not reveal confidential school information or materials.

4.16 Teacher Acknowledgement of Code of Conduct & Policies

All staff are required to acknowledge that they have read, understood, and agree to adhere to the policies outlined in this document. Acknowledgment may be completed electronically through the College's HR platform or other authorised means. By acknowledging, staff commit to maintaining a respectful, professional, and ethical educational environment at all times, and to supporting the College's Child Safety and Wellbeing Framework.

5.Related Policies & Legislation

VIT Code of Conduct
WorkSafe Compliance Code
Education and Training Reform Act 2006
Mandatory Reporting Policy
Child Safety Code of Conduct

6.College Review

Approved by: Principal and School Board, April 2025
Next review: April 2027