



POLICY	Workplace Code of Conduct
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Policy Owner	Principal
Function/Area	Human resource

Code of Conduct Statement

The aim of this Code is to outline the standards of behaviour expected of all employees of the College. This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out general expectations of the standards of behaviour required. The Code places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

Code of Conduct Scope

By accepting employment or a position (i.e. Member of the Tranby College Board) with the College you must be aware of and comply with this Code, all other College policies and the College's overarching child-safe framework.

Therefore, you must:

- conduct yourself, both personally and professionally in a manner that upholds the values and reputation of the College;
- comply with the College's policies and procedures;
- act respectfully, ethically and responsibly; and
- be accountable for your actions and decisions.

Contractors and Volunteers

Contractors, consultants, student teachers and education assistants and volunteers working with the College must be aware of this Code and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in this Code may result in the engagement of a contractor, consultant or volunteer being terminated. If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the College's expectations of conduct during the period of their engagement.

Code of Conduct Principles

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the College. The College reserves the right at its sole discretion to vary or cancel this Code at any time.

Nothing in this Code should be taken to limit the circumstances in respect of which the College may take disciplinary action in respect of an employee.

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Policy Principles are categorised into the headings of:

1. **WHAT IS EXPECTED OF YOU AS AN EMPLOYEE?**
2. **WHAT HAPPENS IF I BREACH THE CODE OF CONDUCT?**
3. **REQUIRED REPORTING**
4. **RESPECT FOR PEOPLE**
5. **DUTY OF CARE AND WORK HEALTH AND SAFETY**
6. **PROFESSIONAL RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS**
7. **APPROPRIATE USE OF ELECTRONIC COMMUNICATION AND SOCIAL NETWORKING SITES**
8. **USE OF ALCOHOL, DRUGS OR TOBACCO, E-CIGARETTES/VAPING**
9. **IDENTIFYING AND MANAGING CONFLICTS OF INTEREST**
10. **DECLARING GIFTS, BENEFITS OR BRIBES**
11. **COMMUNICATION AND PROTECTING CONFIDENTIAL INFORMATION**
12. **RECORD KEEPING**
13. **COPYRIGHT AND INTELLECTUAL PROPERTY**

1. **WHAT IS EXPECTED OF YOU AS AN EMPLOYEE?**

- 1.1 As an employee, you should be aware of the College's policies and procedures, particularly those that apply to your work. These are available online or may be made available to you through induction and training and development programs.
- 1.2 If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your direct supervisor or line manager. Deputy Principal or the Principal.
- 1.3 You should also be familiar with the legislation under which you are employed as this may specify requirements with which you need to comply.
- 1.4 As a College employee, you are expected to act in alignment with the College's mission and values which includes supporting the Christian ethos of a Uniting Church School.

You are expected to:

- perform the duties of your role to the best of your ability and be accountable for your performance;
- follow reasonable instructions given by your supervisor or their delegate;
- comply with lawful directions;
- 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;
- act honestly and in good faith in fulfilling your duties;
- be courteous and responsive in dealing with your colleagues, students, parents and members of the public;
- work collaboratively with your colleagues;
- ensure that your conduct, whether during or outside working hours, is consistent with the ethos and does not damage the reputation of the College; and
- dress in a professional manner that is appropriate to your role.

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2. WHAT HAPPENS IF I BREACH THE CODE OF CONDUCT?

As a College employee, you hold a position of trust and are accountable for your actions.

- 2.1 The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.
- 2.2 Employees are required to report possible breaches by colleagues to a relevant manager or Member of Executive Team. If it is about the Principal, it should be reported to the Chair of the Board. If the possible breach is by their manager, then it should be reported to the Principal. The College will not tolerate victimisation or other adverse consequences that are directed towards any person who makes such reports in good faith.
- 2.3 Factors the College may consider when deciding what action to take may include:
 - the seriousness of the breach;
 - the likelihood of the breach occurring again;
 - whether the employee has committed the breach more than once;
 - the risk the breach poses to employees, students or any others; and whether the breach would be serious enough to warrant formal disciplinary action.
- 2.4 Actions that may be taken by the College in respect of a breach of the Code include management or remedial action, training or disciplinary action ranging from a warning to termination of employment and reporting of the matter to the Teacher Registration Board WA Ombudsman, APRHA or relevant reporting body including if necessary, Police. The College will reserve the right to determine in its entirety the response to any breach of this Code.

3. REQUIRED REPORTING

Employees are required to report certain information to the College.

- 3.1 All employees are required to inform the Principal if they are charged with or convicted of a serious offence. You must also inform the Principal if you become the subject of a Violence Restraining Order.
- 3.2 If, through your employment with the College, you become aware of a serious crime committed by another person, you are required to report it to the Principal, who may be required to inform the police and/or the Department of Child Protection and/or the Teacher Registration Board WA, APRHA or other relevant organisation.
- 3.3 As a College employee, you must report to the Principal:
 - any concerns that you may have about the safety, welfare and wellbeing of a child or young person;
 - any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
 - any concerns you may have about any other employee, contractor or volunteer breaching this Code of Conduct (See 6.26) or any allegation of a breach of the Code of Conduct has been made to you (see 3.4 below); and
 - if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving a breach of the Code of Conduct; and
 - if you become the subject of allegations of a breach of the Code of Conduct whether or not they relate to your employment in the College.

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You should refer to the Tranby College Child Safety Policy for further information about these obligations.

- 3.4 Please note that teachers and some other employees have mandatory reporting obligations under the Children and Community Services Act 2004 (WA) where they have reasonable grounds to suspect a child is at risk of sexual harm. All employees who have concerns about the wellbeing of a/their child, should refer to the Tranby College Child Safety Policy for further information about obligations to report these to relevant authorities.

4. RESPECT FOR PEOPLE

The College expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the College's reputation. Therefore, all employees are expected to be approachable, respectful, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

- 4.1 Employees who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modelling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development.
- 4.2 Similarly, it is important for you to treat your colleagues, other employees, contractors, students and parents with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other employees, contractors, students and parents is unacceptable. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.
- 4.3 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the Tranby College EEO and Workplace Discrimination Policy. Unlawful harassment or discrimination may constitute an offence under the Equal Opportunity Act 1984 or federal industrial or discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.
- 4.4 You should ensure that you are aware of the Tranby College EEO and Workplace Discrimination Policy. If you believe you are being unlawfully harassed or discriminated against or bullied:
- where you feel comfortable ask the person to stop or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with a manager in the first instance to seek guidance on how to do this; and/or
 - raise the issue as a grievance in accordance with the Tranby College Concerns, Complaints and Disputes Policy and Procedure as soon as possible after the incident(s) have occurred.
- 4.5 The College takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.
- 4.6 If you lie about or exaggerate a complaint, the College will view this as a very serious matter, and you may be disciplined or dismissed.

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5. DUTY OF CARE AND WORK HEALTH AND SAFETY

As a College employee, you have a duty of care to students in your charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.

The duty encompasses a wide range of matters, including (but not limited to):

- the provision of adequate supervision;
- ensuring grounds, premises and equipment are safe for students' use;
- implementing strategies to prevent bullying from occurring at College, and
- providing medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at College.

Duty of care

- 5.1** As a College employee, you have a duty of care to students in your charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the students' maturity and ability.
- 5.2** Duty of care to students applies during all activities and functions conducted or arranged by the College. The risks associated with any activity need to be assessed and managed before the activity is undertaken.
- 5.3** You should ensure that you are aware of the College's Duty of Care policies.

Work Health and Safety

- 5.4** You also have a responsibility under work health and safety legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not place at risk the health and safety of your co-workers, students or other persons that you may come into contact with at work.
- 5.5** Considerations of safety relate to both physical and psychological wellbeing of individuals.
- 5.6** You should ensure that you are aware of and comply with the College's Work Health & Safety policies.

Supervision of students

- 5.7** You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.
- 5.8** You should be familiar with and comply with the College's evacuation, Bushfire Evacuation and/or lock down procedures.
- 5.9** Students should not be left unsupervised either within or outside of class. You should be punctual to class and allocated supervision.
- 5.10** You should remain with students at after school activities until all students have been collected. In the event that a student is not collected you should remain with the student until collected, or seek advice from your manager.
- 5.11** Playground supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around.

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- 5.12 You should be alerted to undesirable behaviours and report incidents to the appropriate staff member. Additional detail set out in the Behaviour Support Policy.
- 5.13 Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact the Wellbeing Officer.
- 5.14 You should ensure that you understand and comply with the College's policy in regard to the storage and administration of prescribed medication to students (see Wellbeing Centre Policy).

6. PROFESSIONAL RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

As a College employee, you are expected to always behave in ways that promote the safety, welfare and wellbeing of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed.

While not all employees are required to manage and supervise students, it is important for all College employees to understand and observe the College's Child Protection policies.

Teachers should refer to the Teacher Registration Board document 'Teacher-Student Professional Boundaries – A Resource for WA Teachers' for information and guidance and adhere to the standards set in this document.

Supervision of students

- 6.1 You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with your manager, Head of School, Deputy Principal or Principal.
- 6.2 You should never drive a student in your car or College car unless you have specific permission from your manager and/or the Principal and permission from the parent to do so. In the event of an emergency you should exercise discretion but then report the matter to your manager. Parents with children at the College should disclose to their manager if they are transporting a student who is a friend of their child in their capacity as a parent.
- 6.3 If the need arises for you to conduct a private conversation with a student you should consider the time and venue carefully to avoid placing yourselves in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the student and the door.

Physical contact with students

- 6.5 You must not impose physical punishment or any form of corporal punishment on a student.
- 6.6 When physical contact with a student is a necessary part of the teaching/learning experience you must exercise caution to ensure that the contact is appropriate and acceptable. This should be the last option considered. You should seek reassurance from the student by asking for a volunteer if necessary to demonstrate a particular activity. You should also inform your manager if this occurs.
- 6.7 Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability the management of toileting needs should be included in the student's support plan.
- 6.8 When congratulating a student, a handshake is the only acceptable form of physical contact.

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- 6.9 Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and, if they are conscious, seek their consent.
- 6.10 Sometimes in ensuring duty of care you may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy must be in keeping with the College's behaviour management practices or Student Support plans. You should report and document any such incidents to your line manager.

Relationships with students

- 6.11 You must not have a romantic or sexual relationship with a student, even if they are over the age of consent.
- 6.12 You must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student. An overly familiar relationship with any student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues and may carry a serious reputational risk for the College.
- 6.13 If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your manager and/or member of the Executive as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
- 6.14 At all times when speaking with students care must be taken to use appropriate language. You must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
- 6.15 You may, as part of your pastoral care role, engage in discussion with students. This is entirely appropriate. However, you must be cautious about making personal comments about a student or disclosing personal information about yourself. You must not hold conversations with a student of an intimately personal nature.
- 6.16 You must not:
- invite students to your home;
 - visit students at their home; or
 - attend parties or socialise with students, unless you have the express permission of the Principal and their parents or guardians
- unless you are acting in the capacity of a parent or guardian and the socialisation directly relates to the child you are responsible for.
- 6.17 You must not engage in paid tutoring or coaching students from the College without the express permission of the Principal.
- 6.18 You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site (see Section 7 – Appropriate use of electronic communication and social networking sites). Discretion must also be exercised with respect to recently left students and all students accepted must be over 18 years and no longer attending the College.
- 6.19 You must not give gifts to individual students. You should also carefully consider your position before accepting any gift from a student or a parent (see Section 10 - Declaring gifts, benefits and

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bribes). Rewards may be used in classrooms as long as the parameters of how the recipients will be determined are known and all students have an equal opportunity to receive the reward.

- 6.20 Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations completely, another member of staff should make any significant decisions relating to the student's assessments and have those endorsed by a manager.
- 6.21 You should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.

Grooming

- 6.22 Teachers must maintain professional boundaries and refrain from conduct which may be identified as grooming.
- 6.23 As a teacher you must be able to identify unacceptable conduct in others and feel confident to report it to the Principal if you observe it.
- 6.24 You must not develop a relationship with a former student if the emotional intimacy of the relationship developed while a teacher-student relationship existed.

Child protection

- 6.25 You must be aware of and comply with the Tranby College Child Safety Policy, Child Safe Code of Conduct.
- 6.26 For further information about breaches of the Code of Conduct, see the Tranby College Child Safety Policy.
- 6.27 The requirements outlined in Section 6 in relation to Supervision, Physical Contact and Relationships with Students set professional boundaries in relation to your behaviour. They make clear what behaviour is unacceptable and could amount to a breach of the Code of Conduct.

7. APPROPRIATE USE OF ELECTRONIC COMMUNICATION AND SOCIAL NETWORKING SITES

The College provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the College's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever.

7.1 You must comply with the College's communication policies. This includes:

- exercising good judgment when using email, following the principles of ethical behaviour;
- using appropriate and professional language in email messages;
- being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;
- not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
- not inviting students (present or past) into your personal social networking site or accept an invitation to theirs;
- not using social networking sites to message or contact students, only use College approved systems;

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- remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

7.2 You must never use the College's networks to view, upload, download or circulate any of the following materials:

- sexually related or pornographic messages or material;
- violent or hate-related messages or material;
- racist or other offensive messages aimed at a particular group or individual;
- malicious, libellous or slanderous messages or material; or
- subversive or other messages or material related to illegal activities.

7.3 Photographs, video or digital images of a student are considered 'personal information' and therefore their use and disclosure are governed by the Privacy Act 2000 and the Information Privacy Principles contained within it. Therefore, you should not at any time use your personal phone to record or take pictures of students. Mobile phones should only be used to communicate with relevant people in the event of an emergency.

8. USE OF ALCOHOL, DRUGS OR TOBACCO, E-CIGARETTES/VAPING

Work health and safety is of fundamental importance to the College. Maintaining a safe work environment requires everyone's continuous co-operation.

8.1 You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk you or any other person's health and safety.

8.2 As a College employee, you must:

- not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work (ie: whilst responsible for students and/or other staff);
- notify your line manager if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- take action to resolve any alcohol or other drug-related problems that you have; and
- consult with your supervisor or member of the Executive if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

8.3 As a College employee, you must not:

- have illegal drugs in your possession while at work. Any illegal drugs found on College property or in the possession of any person on College property may result in disciplinary action including the termination of your employment and referral to the Police and/or the Teacher Registration Board WA, AHRPA or other relevant organisations;
- give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and
- supply or administer prescription or non-prescription drugs to students unless authorised to do so.

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Alcohol

- 8.4 You must not take alcohol into the College or consume it during College hours or at any College function at any time College students are present, including those events conducted outside College premises unless expressly permitted to do so by the Principal. A College function is any occasion organised by the College and/or in the College's name, including dances, farewells, excursions, sporting fixtures and fund raising events.
- 8.5 You must not:
- purchase alcohol for, or give alcohol to, any College student (or to any other person under the age of 18 years); and
 - encourage or condone the use of alcohol by students of any age during educational activities.

Tobacco/E-Cigarettes/Vapes

- 8.6 You must not smoke, use a vape or permit smoking or vaping in any College buildings, enclosed area or on College grounds. This includes all buildings, gardens, sports fields, cars and car parks.
- 8.7 You must not smoke or vape whilst at any College function even if it is not on the College campus. This includes, amongst all other activities, camps, tours and excursions where considered on duty.
- 8.8 You must not purchase tobacco or tobacco products for any College student or give them tobacco or tobacco products or e-cigarettes/vapes.

9. IDENTIFYING AND MANAGING CONFLICTS OF INTEREST

Personal interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of the College.

- 9.1 As a College employee, you must not act in conflict with the College's best interests. A conflict of interests can involve:
- pecuniary interests i.e. financial gain or loss or other material benefits; and/or
 - non-pecuniary interests i.e. favours, personal relationships and associations.

It may not only be about your own interests. It may include:

- the interests of members of your immediate family or relatives (where these interests are known);
 - the interests of your own business partners or associates, or those of your workplace; or
 - the interests of your friends.
- 9.2 When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to your manager or member of the Executive.
- 9.3 You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.
- 9.4 See Conflict of Interest Policy for more information.

10. DECLARING GIFTS, BENEFITS OR BRIBES

As an employee, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

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- 10.1** If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal.
- 10.2** Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of the College and its staff. You must not create the impression that any person or organisation is influencing the College or the decisions or actions of any of its employees.
- 10.3** If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value (\$100) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the College.
- 10.4** When such a gift is accepted, you must advise the Principal. The Principal will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.
- 10.5** Sometimes employees might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the College. If you win a prize you must advise your manager or member of the Executive, who will determine how the prize should be treated and recorded.

11. COMMUNICATION AND PROTECTING CONFIDENTIAL INFORMATION

Communication

- 11.1** You are required to comply with the established line of communication with parents in the College.
- 11.2** You should be mindful of confidentiality when in discussions with parents. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.
- 11.3** You should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Principal in the context of complaint resolution.
- 11.4** All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the College community, or the public.
- 11.5** The media should not be given access to students or allowed entry to the College without the express permission of the Principal. You should not make any comments to the media about the College, students or parents without the express permission of the Principal.

Confidential Information

- 11.6** As a College employee, you must only use confidential information for the work-related purpose it was intended.
- 11.7** Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal.
- 11.8** You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

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- 11.9 You must not upload confidential information to non-approved AI platforms as this may become a risk.

Privacy

- 11.10 Sensitive and personal information should only be provided to people, either within or outside the College, who are authorised to have access to it.
- 11.11 You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other College employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the College's work because of their expertise.
- 11.12 Do not upload to non-approved AI platforms sensitive or private information.
- 11.13 Refer to the Tranby College Privacy Policy for further information.

12. RECORD KEEPING

12.1 All employees have a responsibility:

- to create and securely maintain full, accurate and honest records of their activities, decisions and other business transactions,
- to capture or store records in the College's record systems, and
- to not deliberately access school information to which they are not authorised to do so.

12.2 You must not delete, destroy or remove records without appropriate authority.

12.3 Managers have a responsibility to ensure that the employees reporting to them comply with their records management obligations.

12.4 Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the College.

12.5 Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

12.6 Teachers must ensure complete programming and curriculum documentation are left on College platforms and not removed for any reason.

13. COPYRIGHT AND INTELLECTUAL PROPERTY

13.1 When creating material you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third party copyright/other rights included in materials.

13.2 Advice relating to sharing or licensing the College's intellectual property should be sought from the Principal.

13.3 All rights (including moral rights) to intellectual property created by an employee in the course of or incidental to the performance of his duties or her duties are owned by the employee.

13.4 The employee grants to the College a non-exclusive, non-transferable, royalty-free license to use, copy and reproduce any intellectual property owned by the employee under subclause (13.3) of this clause. A copy of all intellectual property must be provided to the College.

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Related Policy and Procedures

Policy	Bullying Policy
Policy	Child Safety Policy
Policy	EEO and Workplace Discrimination Policy
Policy	Information (Copyright and Intellectual Property) Policy
Policy	Performance Management Policy
Policy	Privacy Policy
Policy	Wellbeing Centre Policy
Policy	Workplace Harassment and Bullying Policy
Policy	Workplace Grievance Policy
Procedure	Workplace Harassment and Bullying Procedure
Procedure	Workplace Grievance Procedure
Procedure	Workplace Misconduct Procedure
Procedure	Unsatisfactory Performance Procedure
Child Safe Code of Conduct	

Applicable Legislation

Children and Community Services Act 2004 (WA)
 Equal Opportunity Act 1984 (Cth)
 Privacy Act 2000 (Cth)
 Australian Privacy Principles

Responsibilities

Staff Responsibility

Each staff member has the responsibility to:

- read, understand and comply with the Code.
- report objectively observable behaviour which breaches or is suspected of breaching this Code, (other than those subject to mandatory reporting obligations) to my manager, the Principal or Human Resources.
- ensure that any external consultants, contractors or volunteers that I engage or manage are made aware of the expectations outlined in this Code.

Manager's Responsibility

The Principal and the School Leadership has responsibility to:

- ensure that any reported breaches of the Code are investigated and managed appropriately.

College's Responsibility

Tranby College has a responsibility to:

- ensure that all staff have access to the policy.
- ensure that the policy is fairly and justly applied across Tranby College.
- respond to the needs of a particular individual as appropriate within the values of Tranby College.
- comply with legislated requirements.

Developed:	Owner:	Review:	Date of last review:	Printed
May 2013	Principal	2 yearly	October 2025	30/10/25



Definitions

Grooming – is the premeditated use of a variety of manipulative and controlling techniques with a vulnerable subject in order to establish trust or normalise sexually harmful behaviour with the overall aim of facilitating exploitation and/or avoiding exposure.

Further Information

Further information concerning any aspect of this policy may be directed to the Deputy Principal.

Policy Sign off & Acceptance

Sign off is required by:

Principal

Revision History *(filled out Board or Principal)*

Version	Approved/ Amended/ Rescinded	Date	Board/ Principal	Approval/ Resolution Number	Key Changes & Notes
-	Approved	June 2021	Principal	June 2021	Reformatted and updated
-	Approved	Novem ber 2021	Principal	November 2021	Terminology revision
-	Approved	March 2022	Principal	March 2022	Updated job titles
-	Approved	Oct 2025	Principal	October 2025	Reviewed and updated organisations and job titles.

Developed:	Owner:	Review:	Date of last review:	Printed
May 2013	Principal	2 yearly	October 2025	30/10/25