



**GLENWOOD HOUSE SCHOOL**

PRE-PREPARATORY • PREPARATORY • COLLEGE  
IN PURSUIT OF EXCELLENCE

## **CODE OF CONDUCT: SCHOOL EMPLOYEES**

REVIEWED: JANUARY 2012

## **CODE OF CONDUCT SCHOOL EMPLOYEES**

Note:

The Code of Conduct is to be used as an attachment to every School employee's contract of employment. This Code only reflects the more critical general standards of conduct expected of all School employees, as well as more specific conduct expectations applicable to educators. The Code is therefore not intended as an exhaustive listing of the School's conduct requirements.

### **Code of Conduct for all School Employees in relation to the School as a Place of Learning**

#### **INTRODUCTION**

The School is a multi-denominational faith independent school. As an institution of learning, the School seeks to demonstrate progressive and world-class educational values and ethics.

Accordingly, the School has developed a Code of Conduct for Employees that requires all its staff to conduct themselves in a professional and appropriate manner. This Code of Conduct is to be read in conjunction with the employee's contract of employment and various School Policies and Procedures that also set out conduct and performance requirements for employees.

*Alternatively:*

#### ***THE SCHOOL AS A RELIGIOUS EDUCATIONAL INSTITUTION***

*School is a religious school. Therefore:*

- *All educators are expected to accept the values advocated by the School. Educators must promote these values in their dealings with learners, in the classroom, on the sports field and in all extra-mural activities.*
- *Matters of faith are a vital expression of the Community life of the School. All educators are therefore required to attend all School Services and Assemblies.*
- *Religion lessons may not be used for other subjects and activities.*

#### **GENERAL PRINCIPLES OF CONDUCT**

1. All staff are expected to recognise, respect and conform to values of the School. All School employees must promote these values in their dealings with learners, parents and their colleagues; on a day-to-day basis, in the classroom, on the sports field and in all extra-mural activities.
2. All employees will treat their colleagues, superiors, learners and parents with the utmost respect and dignity, with relationships between these parties being characterized by equitable standards of conduct. Behaviour by all School staff that is both ethical and professional is the cornerstone of the ethos of the School, and will therefore be a critical component and obligation of all School contracts of employment.
3. It is expected that employees will conduct themselves in a considerate and responsible manner, preserving the essential learning-centered and educational character of the School. Employees

- will therefore not conduct themselves in an unruly or disturbing manner, and will refrain from any form of intrusive or threatening conduct, on or off the School premises, towards any person who is in any way associated with the School.
4. Learners are to be treated with utmost consideration and kindness. They are ultimately the School's Clients and will treat their seniors with respect if they are shown respect by employees of the School.
  5. Employees may not use any language, or behave in a manner that is abusive or which could be offensive or hurtful to any person, or group of persons involved with the School in any way. In particular, "hate speech", unwanted attention or harassment of any nature is prohibited, as well as harassment which could imply discrimination of any kind.

#### CONDUCT IN RELATION TO SCHOOL AUTHORITIES

- 6 All employees will fulfill their contractual obligations to the School to the best of their abilities and in accordance with the requirements of the School, until they are released by termination of their employment contract with the School.
- 7 No employee will be compelled to comply with the assignment of duties for which they are not qualified or trained, nor with conditions which make it difficult to render proper and professional service. They can however agree to qualify themselves for these duties with the assistance and qualified support of the school by mutual agreement.
- 8 Employees may oppose any administrative policies or School practices that the employee cannot accept in good conscience, through proper channels such as the School's Grievance Procedure.
- 9 All employees, as representatives of the School, will act responsibly in the discharging of their manual, professional, organisational and administrative duties. Employees are expected to adhere to and comply with all School policies and procedures, as well as any lawful agreements entered into with the School on the behalf of its employees.
- 10 The personal or private use of School facilities, equipment and property, without proper permission or authorisation, is expressly prohibited. Disciplinary measures will inevitably be taken should such misconduct be confirmed. In addition, should any such unauthorized use result in damage, injury or harm, the employee concerned will be held responsible for the results of their actions.
- 11 Scheduled working hours, rest periods and arranged additional or extra-mural work periods must be adhered to by all School employees. Poor timekeeping practices, unexplained absences or premature departures from the School, from the employee's place of work or from School events, are not conducive to orderly School activity or workplace discipline.
- 12 The School provides a service to its community and to its Clients, which often requires employee involvement beyond customary school or normal working hours. Wherever possible, the School will notify employees of any events or functions requiring additional or extended attendance prior to such events or functions.
- 13 All School employees are required to be in attendance during normal or extended working hours, and are also expected to be reasonably flexible i.e. willing to perform work not ordinarily expected of them but of which they are capable of performing. This is particularly the case when a colleague is absent, or is unable to perform the work that needs to be done for any reason.

## COMPLIANCE WITH SECURITY AND SAFETY PROVISIONS

- 14 In the interests of maintaining a secure and safe learning environment for learners as well as School staff, all employees are required to adhere strictly to the Security and Safety rules and regulations put in place by the School. Breach of these rules or security procedures by an employee will invariably be treated as serious misconduct, and will generally result in disciplinary action being taken against the offender.
- 15 Persons that are not entitled to be on the School property should not be permitted to remain on the property once identified. Employees should not invite persons onto the property that have no good reason to be on the School's property. This is particularly the case after normal school hours, over weekends or during School holiday periods.
- 16 If any visitor is invited to enter the School property by an employee, the responsible employee will be expected to notify the School Security and/or Reception of the visitor's expected arrival. All visitors to the School must be escorted by the employee they are visiting, and that employee is responsible for the visitor's personal safety and behaviour while on the School's premises.
- 17 Casual visitors will only be given entrance to the School if there is a legitimate reason for their wishing to access the School's premises. Such visitors will only be permitted to enter School premises if the employee they are visiting or meeting is available to meet them, will escort them while on the School premises, will ensure they do not disrupt School activities, and will ensure that the visitor leaves the School premises once their business has been completed.
- 18 Visitors and parents are to be discouraged from congregating immediately outside of the School's premises at the School gates where congestion and security concerns may be the result. The School has the obligation to reasonably ensure the safety of its learners, their parents and School employees while attending school. The School therefore reserves the right of access to its premises and property.
- 19 Permission for visitors, family or friends to stay on the School's property overnight in accommodation provided by the School on the premises to selected employees must be obtained by the employee from the School authorities, prior to any such visit or overnight stay. The casual use of any School facilities by visitors is not permitted and unauthorised access by visitors will be treated as trespassing.
- 20 Employees may not be in possession of, under the influence of, or partake in any liquor or controlled substances (drugs) while on School premises, in School vehicles while on duty, or during working hours and at School events. Employees can at any time be required to submit to breathalyzer or similar tests if suspected of being under the influence of any substance.
- 21 Employees may not be in possession of any potentially dangerous object, weapon or firearm on the School's premises without the specific permission of the School Head.
- 22 The School reserves its right to refuse entry, or to evict employees, who report for duty under the influence of alcohol or drugs, or if they are considered unfit for duty, or if they are found to be or suspected to be in possession of any dangerous weapon or object.

## CONDUCT IN RELATION TO COLLEAGUES

- 23 No School employee may undermine or intentionally attempt to undermine the dignity, beliefs, privacy, integrity, reputation or professional standing of another employee. Any unacceptable or intolerant behaviour, harassment or discriminatory conduct in breach of School policies by an employee will be treated as serious misconduct.
- 24 Allegations of criminal misconduct made against an employee will be properly investigated, and may result in the application of School disciplinary measures against the employee, as well as

criminal charges being laid against the employee concerned. As a responsible citizen and institution, the School reserves its rights to seek the prosecution of employees in accordance with public and criminal procedures, in addition to instituting its own internal disciplinary procedures.

- 25 Should any employee have good reason to believe that a colleague is acting in a way which might be dishonest or otherwise harmful to the School, other employees or to its learners, that employee has a clear duty to report their concerns to their Department Manager or to the School the Head.

## **Code of Conduct: Educational Staff**

### PROFESSIONAL ACCREDITATION AND CONDUCT

- 26 All persons employed in educational or academic posts by the School - whether it be on a full-time or part-time basis - are required to be registered members of the SA Council of Educators (SACE). The School will require written confirmation of an educator's professional membership with SACE prior to any employment relationship commencing.
- 27 As members of SACE, all educators are required to conduct themselves in a manner that conforms fully with the SACE Code of Professional Ethics for educators, as amended from time to time.

In accordance with the principles of the SACE Code of Professional Ethics, educators employed at the School will teach in a manner that respects the dignity and rights of all learners, without prejudice as to race, religious beliefs, political affiliation, gender, physical characteristics, age, ancestry or place of origin.

### CONDUCT IN RELATION TO LEARNERS

- 28 Educators will also teach their learners with due consideration to each individual learner's personal, intellectual, cultural and other individual circumstances and needs. Educators will therefore be responsible for recognising individual learner educational needs, implement appropriate instructional programmes and evaluating the progress of each of their learners.
- 29 The educator may not divulge information about any learner received in confidence or in the course of professional duties, except as required by the Head or by law, or where, in the professional and considered judgement of the teacher, it is considered to be appropriate to disclose relevant information to the proper authorities in the best interest of the pupil.
- 30 Educational staff in particular are expected to be alert to any evidence of a learner being under unreasonable stress, or being a victim of abuse or neglect. School employees that have a reasonable suspicion of any learner suffering from abnormal stress, abuse or neglect are **REQUIRED** in terms of this Code (and also as provided for in the Child Act and other statute) to report their suspicions to the School Head and/or the School Psychologist / Counsellor. Any personal information disclosed by a learner to an educator or other School employee will be treated as being strictly confidential.
- 31 An educator may not take advantage of his/her professional position to profit from the sale of goods or services to learners, and may only provide private tuition to learners with the express written permission of the School Head, and at a fee to be agreed upon with the Head.

- 32 The development and nurturing of an understanding educational relationship between the educator and learner is desirable based on mutual respect and recognition of the role that each plays in the learning situation. The School will consider it to be an abuse of this professional relationship if an educator should *inter alia* -
- enter into an improper association or personal relationship with a learner
  - show undue personal favour, or disfavour, towards any learner
  - in any way unduly influence a pupil's marks or results
  - commit such acts against a child which are inappropriate or unprofessional (in accordance with the SACE Code of Professional Ethics).
  - endeavour to exert an undue influence on the learner with regard to the learner's personal attitudes, opinions, beliefs and behaviour that are in no way connected with the ethos or objectives of the School.
- 33 Educators will, to the best of their abilities, work to promote the positive qualities of initiative, self-reliance and independence in each of their learners. In doing so they must recognise the human right to self-determination and strive to endow learners with the confidence necessary to become agents of their own learning and discovery.
- 34 The educator, in discharging his or her duties in relation to learners, will be punctual, prompt and well prepared in recognition of their responsibilities with regards to the academic and personal development of their learners.

#### CODE OF CONDUCT IN RELATION TO THE PROFESSION

- 35 No educator may undermine the professional standing of another educator. An educator must be informed if one of his or her learners is receiving private tuition from a fellow member of staff.
- 36 Educators will not denigrate their colleagues, or the School, nor shall any educator criticize a colleague in the presence of others. If an educator experiences any concern or dissatisfaction in relation to a colleague's conduct or standard of work, the concerned educator is required to first discuss their concerns informally and in confidence with the colleague concerned.
- If the issues of concern are not resolved informally, the concerned educator may take the matter to their Dept Head. Making use of alternative procedures may be more suitable in certain circumstances, and the educator may choose to rather make use of the School's Grievance or Sexual Harassment Procedures in this regard.
- 37 Disputes arising between educators regarding professional concerns or differences which cannot be resolved through personal interaction, must be submitted to the Head for consideration and resolution. If necessary, the Head may establish a committee or specialist panel to consider the matters in dispute, and give a recommendation or ruling on the dispute. Disputes should not be communicated or referred to external or third parties outside of the School structure until the School's internal grievance, conflict and dispute procedures have been exhausted.
- 38 Further to the provisions of section 36 above, should an educator have good reason to believe that a colleague is acting in a way which might be harmful to the School, or to any individual learner, there is a clear duty upon that educator to make a full report of their concerns to the Head as a matter of urgency.

Nothing in this Code, including the processes set out in the sections above, should be viewed as being more important than the protection of the rights and wellbeing of any learner at the School. In all matters relating to the School, the rights of the learner, and their peers, shall be considered as being of paramount importance.

- 39 Educators are treated by the School, and are respected, as professional people. As such,

educators must ensure that they act and conduct themselves at all times in a manner which maintains the honour and dignity of the profession, and is deserving of the respect they enjoy from the School and others.

No educator may engage in activities which adversely affect the quality of the School or its educators' professional service. The educator must accept that a spirit of loyalty and service to the School, its administrators, Board and learners is a professional responsibility.

- 40 All discussions at Staff Meetings and Examiners' Meetings shall be kept confidential.
- 41 The educator must accept that professional training and personal evaluation of their educational efforts and effectiveness is an ongoing and required educational and School development process. Educators are required to take cognisance of such evaluations conducted by or on behalf of the School, and make serious efforts to meet individual and departmental goals required by the School to sustain and improve its academic standards.
- 42 Educators may oppose, wherever possible through proper channels, administrative policies and educational practices which the teacher cannot in good conscience accept. The educator will endeavour to act responsibly in the discharging of professional, organisational and administrative duties, despite any such disagreements. After discussion, and with the agreement of the majority of the School's staff members, the educator will adhere to any agreements negotiated and agreed to on the educators' behalf with the School.
- 43 In the interests of the School being able to strive for academic excellence, and provide continuity of education to its learners, the educator will provide the School as his or her employer with as much notice as possible of a decision to terminate employment.

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