

### Rationale:

Staff are role models and must be professional in their conduct when carrying out professional duties. High standards of presentation and conduct are vital to maintain professionalism and effective working relationships.

### Purpose:

To ensure staff meet professional standards in the following areas:

- Staff dress.
- Relationships with students.
- Relationships with other staff.
- Relationships with parents and the community.

### Guidelines:

#### 1. Staff Dress:

Staff should adhere to the staff dress code, as this reflects a high level of professionalism and authority in interaction with students, parents and any external visitors.

#### 2. Relationships with Students:

In all relationships with students, staff must be conscious of the authority they have, which derives both from their professional role(s) within the college and the difference in age. Because of the power imbalance which exists between staff and students, staff must accept that it is their responsibility to control the nature of the relationships. Staff have a responsibility to act in an ethical way and to encourage their colleagues to do likewise. They have an obligation to maintain a high standard of conduct.

At all times staff must be concerned for the quality of the service rendered to and for the welfare of students and treat students with integrity and fairness.

Maintain professional integrity with respect to the following:

- a. Physical contact and proximity. For example, staff should not:
  - Touch students in any way that can be construed as inappropriate, assault and/or sexual harassment.
  - Enter a student's personal space by, for example, leaning over them closely at a desk or engage in physical intimidation.
  - Enter rooms where students are dressing. PE staff, coaches, cultural group leaders, drama teachers and participants at school camps must ensure that they adhere to appropriate protocols for entering such places.
- b. Meetings/interactions with students. For example:
  - Conduct personal meetings/interviews in designated spaces that are open and visible to others and appropriate for such meetings.
  - Caution should be exercised when dealing with matters of a sensitive nature i.e. having a second adult witness or a support person for the student as appropriate.
- c. Use of appropriate communication channels and language. For example, avoid:
  - Communication contact with students should only be through school-sanctioned communication channels.
  - Using any sexual name to refer to a student or group of students or tolerating students' use of such language.
  - Making sexist remarks. Ensure safe interaction with students.
  - Swearing or derogatory language.

- Commenting on a student’s physical development, either to other students or colleagues.
- Being critical of any student to anyone not directly concerned with the welfare or education of the student.
- Divulge personal or domestic information about a student except when allowed by law.
- Discriminate on the grounds of sex, race, religion, disability, political belief, marital or parental status, sexuality or age.

d. Other aspects of staff conduct:

- Act as an appropriate role model of the BDSC values of respect, integrity, excellence and empathy.
- Support students in co-curricular activities.
- Display gender, racial and religious equality in all situations.
- Abide by the college’s CyberSafety Agreement.
- Staff must not:
  - Have intimate or sexual relationships with students.
  - Lead a student to believe that a relationship could be more than a professional one.
  - Access pornographic or erotic material or allow students to distribute or download it.
  - Condone or encourage students to use alcohol or drugs.
  - Speak in derogatory terms of any other teacher or criticise the work or conduct of any other teacher in the presence of students or in public.
  - Use cigarettes, vape, alcohol, or illicit substances in the presence of students whether at school or on other EOTC or college activities outside of school, unless alcohol is specifically permitted.

**3. Relationships with Other Staff:**

It is incumbent on all staff to maintain professional, trusting, working relationships with other staff:

- Respect each other as professionals.
- Seek to resolve issues positively. When dealing with an issue, person to person is the preferred mode.
- Items that are confidential are clearly identified, and such confidence is maintained.
- Decisions must be made that are in accordance with the Mission, Vision, Values and strategic plan for the College.
- Decision-making process is to be transparent from the outset.
- Team Loyalty – present a united front to college community (colleagues, students, parents, others).
- Open and honest participation encouraged and valued.
- We all share responsibility to make meetings work.

Staff should not:

- Speak or act in a derogatory way about any other teacher or criticise the work or conduct of any other staff member with other colleagues/ staff, students, parents or other members of the public.
- Coach a student of any other teacher in any course of study without consulting that teacher.
- Advertise availability as a member of or to promote any commercial coaching or tutoring activity.
- Engage in any form of comment which is derogatory of any other school.
- Engage in any form of sexual or other type of harassment of any other staff member.
- Discriminate on the grounds of sex, race, religion, disability, political belief, marital or parental status, sexuality or age.

**4. Relationships with Parents and the Community:**

Staff respect the basic responsibility of parents for their child/ren and seek to establish a co-operative relationship with them. Staff should ensure that all interactions with parents and the wider community are professional and reflect well on the reputation of the College.

Staff should:

- a. Display respect for parents and other external people.
- b. Display a respect for the reputation of the college.
- c. Promote the best qualities of the college.

- d. Refrain from discussing negative staff or student issues outside the college, or in the presence of visitors to the college.

**Procedures for dealing with infringements:**

In dealing with infringements of the Code of Conduct, natural justice and the procedures regarding complaints and the legal responsibilities as a good employer and due process will be followed.

**Other relevant documentation:**

Code of Professional Responsibilities (Teaching)

NZEI

NZSTA Collective Agreements

Vulnerable Childrens Act 2014

NZAC Code of Ethics

Botany Downs Secondary College Complaints Policy and Procedures

Review Schedule:	Reviewed and Tabled:
Triennially	27 March 2023

Presiding Member Signature:	
Date	27 March 2023