



THE HUTCHINS SCHOOL

Code of Conduct

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Created by: Policy & Compliance Manager	Document version: 4.0
Online location: https://myhutchinstasedu.sharepoint.com/sites/PolicyCompliance	Next review date: 01 April 2024
Printed copies are uncontrolled. For the latest version please refer to SharePoint Online.	CRICOS 00478F Page 1 of 12





Introduction

This Code of Conduct (the Code) has been developed by The Hutchins School (the School) in consultation with its staff. It outlines a set of principles which describe the personal and professional conduct that is expected of our staff. The Code is based upon the philosophy and values of the School which inform our understanding of the general responsibilities of staff and align with our duty of care and legal responsibilities.

Why do we need to have a Code of Conduct?

The purpose of the Code is to communicate the School's behavioural expectations to its staff and to outline a shared understanding of what is and is not considered acceptable practice. The Code is designed to guide the thinking and actions of staff in everything they do in the scope of their work by:

- stating the values and principles that guide practice and conduct;
- outlining the expectations for staff in respect to relationships, responsibilities, and respect for one another, and for members of the School community;
- promoting the values of the School;
- affirming the importance of accountability and transparency in dealing with inappropriate behaviour; and
- promoting community confidence in the School.

The Code is designed to run in parallel with the School's commitment to Safeguarding Children. As such, it should be read in combination with the [Practice and Behaviour Standards](#) and the [Commitment to Kindness](#). It is also intended to support the School's commitment to human rights by reflecting the *Tasmanian Charter of Human Rights and Responsibilities*, the *Tasmanian Anti-Discrimination Act 1998*, and the *Work Health and Safety Act 2012*, and to inform the active implementation and promotion of human rights within the School. The Code also aims to meet the requirements of the [Schools Registration Board Guidelines](#).

Who does the Code apply to?

The Code applies to all staff at the School (including paid and unpaid staff, volunteers, contractors, and consultants). It informs and shapes the policies of the School and is itself informed by Tasmanian and national legislation.

What are my responsibilities, as a member of Hutchins staff?

- *Read the Code.* Make sure you understand it. If you encounter something that you do not understand or need more support in, it is your responsibility to ask. Speak with your manager, or the Policy & Compliance Manager if you need further information.
- *Support the Code.* Your agreement to the conditions laid out in this document matters. You will be provided with opportunities to sign your commitment to the Code.
- *Live the Code.* The School expects all staff to work according to the Code of Conduct and encourages you to speak up if you see a potential breach, or if you see an opportunity to improve how we work. You will have regular opportunities to share your values with the School community.



THE HUTCHINS SCHOOL

Guiding Statements

Our vision

Hutchins provides an inspirational education where each student strives to achieve their personal best and is willing to serve their community as an informed and active citizen.

Our mission

Hutchins is an Anglican school whose supportive learning community works together to nurture the character of boys.

Our values

As a community, we aspire to be people of integrity who act with humility, kindness, courage and respect.

Our faith

A Christian life, as a response to Jesus Christ, is commended and encouraged at Hutchins. We express our Christian values in welcoming and respecting members of all faiths, beliefs and traditions.

Our motto

Vivit Post Funera Virtus – *Character Lives on After Death* – What you do matters.

Code of Conduct: Integrity

“In everything, set an example by doing what is good. In your teaching, show integrity, reverence, incorruptibility, and a soundness of speech that cannot be condemned.”

Titus 2:7

Integrity is the defining characteristic through which all of the School’s values are expressed. These values (humility, kindness, respect and courage) should be demonstrated in a way that shows consistency of character. We hold to these values irrespective of the circumstances or environment in which we work, for the good of the School community.

Our staff demonstrate integrity by conducting themselves in a manner consistent with the [Commitment to Kindness](#), and in upholding and embodying the values outlined in the School’s [Guiding Statements](#).

Integrity is exemplified by staff who:

- treat one another with courtesy, respect and kindness;
- demonstrate gratitude in thought and in action;
- respect and value the ideas, thoughts and input of our colleagues;
- use appropriate forums for constructive debate on professional matters;
- share expertise and knowledge in a variety of collaborative contexts;
- provide support for one another, particularly those new to the School; and
- share information relating to the wellbeing of our students.

Likewise, staff must be respectful of, and courteous toward parents and carers by:

- considering parent/carer perspectives when making decisions that have an impact on the education or wellbeing of our students;
- communicating and consulting with parents/carers in a timely, understandable and sensitive manner; and
- taking appropriate action when responding to parent/carer concerns.

Exemplifying integrity includes personal accountability toward:

- acting in accordance with the intent of the Code;
- speaking out against behaviour that breaches the Code; and
- reporting instances or incidents where the standards of the Code are not upheld.

A breach of the Code may result in you being subject to disciplinary action. Please refer to the section entitled ‘Courage’ for more information.

If you have any questions about the Code or need more information about your obligation toward the School and its community, it is your responsibility to find answers. You are encouraged to speak with your manager or supervisor, the Head of Human Resources, or the Policy & Compliance Manager.

Code of Conduct: Humility

“Do nothing out of selfish ambition or vain conceit, but in humility, consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.”

Philippians 2:3-4

The Hutchins School values humility in its employees and students. Employees of the School should be aware of their relationship to and responsibilities under the School’s policies, procedures and guidelines, which help to make the School a great place to work.

All of the School’s policies, procedures and guidelines are available online through SharePoint Online. Where staff are uncertain about the scope or content of a policy, procedure or guideline, they should seek clarification from their Head of School, supervisor, or the Policy & Compliance Manager.

Humility is exemplified by staff who:

- work together with their colleagues to ensure the continuous improvement of the School;
- are familiar with and actively demonstrate behaviour consistent with the Code, [Practice and Behaviour Standards](#), [Guiding Statements](#) and any other [policies and procedures](#);
- care for, support and encourage one another;
- perform their duties to the best of their ability, holding themselves accountable for their performance;
- promote equity and diversity, while avoiding and preventing discrimination;
- address issues of bullying, harassment and victimisation, as outlined in the [Harassment, Bullying and Discrimination Policy](#);
- act with compassion, care and diligence;
- maintain privacy and confidentiality;
- support the School’s commitment to health, safety and wellbeing;
- follow reasonable instructions given by supervisors or managers; and
- comply with the law.

Teaching staff must also adhere to the Teachers Registration Board’s [Code of Professional Ethics for the Teaching Profession in Tasmania](#).

Those who hold positions of leadership at the School are also expected to:

- promote collaboration and kindness by fostering a positive working environment in which employees are valued, recognised and appreciated;
- provide ongoing support and feedback to their staff in accordance with the [Performance Management Policy](#) and its associated [procedure](#);
- model the professional behaviour they would expect of their employees;
- establish systems within their area of responsibility that support effective communication and consultation with their staff; and
- take appropriate action where a breach of the Code or school policies may have occurred.

Code of Conduct: Kindness

“Clothe yourselves with compassion, kindness, humility and gentleness, and be patient with one another.”

Colossians 3:12

The School has a strong [Commitment to Kindness](#) that underpins all of our practice. Every member of the School community has a collective responsibility to be kind to every other member, and to all members of the public. Staff and students have a basic and expected right to be treated with kindness: to work, study and play in an environment that is free from unreasonable risk of physical or emotional harm. Harm includes any significant detrimental effect to a person’s physical, psychological or emotional wellbeing by any cause - including minor, cumulative harm that results in a detrimental effect if allowed to continue. Amongst other things, harm can be caused by:

- physical, psychological or emotional abuse or neglect;
- sexual abuse or exploitation;
- domestic or family violence;
- harassment, bullying and discrimination; or
- one’s own actions.

In this context, ‘duty of care’ is the highest possible expression of kindness: a responsibility to do everything reasonably practicable to protect others from foreseeable harm. While this applies in all aspects of an employee’s work, and in all relationships within the School, it is particularly important for those employees who have interaction with and responsibility for children and young people.

The School’s commitment to safeguarding children, and the expectations of staff conduct in respect to these matters, may be found in the following key documents:

- [Safeguarding Children and Young People Policy](#)
- [Mandatory Reporting Policy](#)
- [Practice and Behaviour Standards](#)

Supervision of students

Employees responsible for supervising students must:

- take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury;
- be familiar with and comply with the School’s Work Health and Safety procedures, including but not limited to excursion and tour procedures, evacuation and lockdown procedures, risk assessments, and injury and hazard reporting procedures;
- be punctual to class and allocated supervision; and
- remain with students at after school activities until all students have been collected (please refer to the [Practice and Behaviour Standards](#) for more information).

A duty of care to students applies during all activities and functions conducted or arranged by the School. The risks associated with any activity must be assessed and managed before the activity is undertaken.

Work Health and Safety

The School's commitment to kindness extends to both staff and the workplace. Under the *Work Health and Safety Act 2012* (the Act), employees are required to:

- take reasonable care for their own health and safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- comply, so far as they are reasonably able, with any reasonable instruction that is given by the School to allow the School to comply with the Act; and
- co-operate with any reasonable policy or procedure of the School relating to health or safety at the School.

Employees must actively seek to maintain a safe teaching/working environment for themselves, fellow staff members and students in accordance with the Act. Considerations of safety support both physical and psychological wellbeing.

All staff are expected to familiarise themselves with the School's [Work Health and Safety Policy](#).

Code of Conduct: Respect

“Whoever pursues kindness and righteousness will find life, honour and respect.”

Proverbs 21:21

The School expects that its staff will treat one other with respect. All employees should be approachable, courteous and kind when dealing with others, whether that interaction is with students, parents/carers, members of staff, or members of the School community.

The School strives to create a workplace and culture that is free from discrimination, bullying and harassment. Staff are expressly forbidden to discriminate against or harass any employee, contractor, student or parent/carer. If a member of staff believes that they are being unlawfully harassed, discriminated against or bullied, they may:

- ask the person to stop, making it clear that they find the behaviour offensive or unwelcome (if they feel comfortable to do so);
- raise the matter with their Head of School or supervisor to seek guidance on the matter; and/or
- raise the issue through the School's [Inappropriate Conduct Report Form](#).

Further information may be found in the School's [Harassment, Bullying and Discrimination Policy](#).

If a staff member believes that they are the target of ongoing, or more serious instances of harassment, bullying or discrimination, they are encouraged to report those issues through the [Complaints and Grievances Form](#). This commences a formal investigation into the behaviour and involves strict record-keeping and follow-up.

Both the [Inappropriate Conduct Report Form](#) and the [Complaints and Grievances Form](#) are structured around a workflow that will escalate the issue to the most appropriate staff member for resolution. Opportunities are provided to the person filing the report to avoid conflicts of interest, or to choose a specific recipient for their report. Accountability is built into these forms through their workflow, and all reports (and their follow-up) are monitored by the Policy & Compliance Manager and the Headmaster.

The School's expectation of respect means that any reports of unlawful discrimination, harassment or bullying are taken seriously and the School will take all necessary action if such conduct is found to have occurred, including disciplining or dismissing offenders. Equally, if it is found that the complainant lies about or exaggerates a complaint, the School will view this as a very serious matter, and they may be disciplined or dismissed.

Communications and social media

Staff are expected to show respect in all their communications, irrespective of the media in which they are broadcast. This includes respect for the privacy of our staff, students and community (in keeping with the [Privacy Policy](#)), and an expectation of exemplary conduct online (outlined in our Information Technology agreements and our [Social Media Policy](#)). Staff are expressly forbidden to 'like', 'friend', 'follow' or otherwise connect with students on social media, except where:

- the student is a member of the staff member's family; or
- the interaction occurs within an officially sanctioned platform/group/forum established by the School.

For more information, please refer to the [Social Media Policy](#).

Use of tobacco, alcohol and other drugs and medication

The School is committed to providing a productive, safe and healthy workplace. Staff are expected to show respect to their fellow employees, the School, and members of the School community. This includes ensuring that their capacity to perform their duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put themselves or others at risk. Employees suffering from a drug or alcohol problem that adversely affects their work performance are expected to actively seek professional assistance to correct the problem. In this regard, employees are encouraged to access our School Counsellors or our Employee Assistance Program (EAP).

Hutchins is a smoke free workplace. Smoking is not permitted in School facilities, in School grounds, or at School functions.

All staff are expected to:

- demonstrate courage in notifying a supervisor where a co-worker is affected by drugs or alcohol; and
- support and encourage employees who may have an alcohol or drug problem to access support services such as School Counsellors and/or the Employee Assistance Program (EAP).

Those who hold positions of leadership at the School are also expected to:

- actively support employees that seek support for an alcohol or drug-related problem and refer them to the School Counsellors and/or Employee Assistance Program (EAP).

Further information regarding the obligations of employees in respect to drugs and alcohol may be found in our [Consumption and Service of Alcohol Policy](#).

Code of Conduct: Courage

“If anyone is caught in any transgression, you should restore them in a spirit of gentleness. Bear one another’s burdens, and so fulfil the law of Christ.”

Galatians 6:1

The School is committed to transparency and accountability. This Code of Conduct lays out not only the behavioural expectations but also the philosophical and practical underpinning of the conduct that is expected of all staff. We understand that at times holding one another accountable is an act of courage.

Where a staff member has witnessed what they consider to be a minor breach of the code, they are encouraged to make use of the [Inappropriate Conduct Report Form](#). More serious breaches or recurrent issues should be reported through the [Complaints and Grievances Form](#). Staff who have witnessed conduct that warrants a mandatory report are encouraged to notify the School through the [Mandatory Report Notification Form](#). This form is designed to complement reports made to the appropriate authorities, and neither replaces nor negates your responsibility to report child abuse or neglect. It is intended to allow the School to provide additional support where a mandatory report has been made. For further information about your obligations under the law, please refer to the [Mandatory Reporting Policy](#).

What happens if I breach the Code?

Breaches of the Code, including apparent breaches and allegations, will be dealt with in accordance with our [Discipline and Performance Management Policy](#), [Commitment to Kindness](#), and the principles of procedural fairness (or 'natural justice'¹). The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.

Employees should report possible breaches by colleagues to their supervisor or the Headmaster. If the possible breach is by their supervisor then it should be reported to the Headmaster. Factors the School 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.

Actions that may be taken by the School in respect of a breach of the Code include:

- management or remedial action;
- professional development training; and/or
- disciplinary action – ranging from a warning to termination of employment.

The School will reserve the right to determine in its entirety the response to any breach of this Code.

¹ Procedural fairness requires a fair and proper procedure be used when making a decision. Employees will be afforded a fair and reasonable opportunity to respond to matters or evidence of alleged breaches of the Code. Procedural fairness is sometimes called 'natural justice'.

Code of Conduct review details

Date	Version	Description of changes
October 2017	1	Document created by Deputy Headmaster and Director of Staff Performance
July 2017	2	Significant review and rewrite of the Code. Review Committee established and staff consultation sessions held.
October 2018	3	Code reviewed. Anti-Bullying Policy – Staff added to pages 7 and 15. Guideline for Parents and Staff in Dealing with Harassment and Bullying removed.
July 2020	3.1	Minor textual changes for clarity; document placed in the 2020 template.
March-June 2021	4	<p>Major overhaul of the Code. Reworked framework to reflect the School's new values: (integrity) humility / kindness / respect / courage. Moved Safeguarding Children components into the Practice & Behaviour Guidelines (reworked as 'Practice and Behaviour Standards'). Removed section regarding drug/alcohol consumption, replaced with reference to the Consumption and Service of Alcohol Policy.</p> <p>References added to the three new reporting mechanisms that encourage accountability and transparency (the Inappropriate Conduct Report Form, Complaints and Grievances Form and Mandatory Report Form).</p> <p>Workshops conducted with each sub-school, both support and teaching staff, for feedback on the Code. Feedback incorporated between March 2021 and June 2021.</p>