



## **AL-TAQWA COLLEGE Staff Code of Conduct**

### **RATIONALE**

The Al-Taqwa College values of Quality, Honesty, Respect, Trust, Tolerance and Caring are ones which our Staff are expected to live by every day, leading by example as role models for each other and our students; performing to the highest level of ethics, integrity, responsibility and professionalism and ensuring our legislative responsibilities for our children and staff are safe and protected.

Staff should do their best to protect and respect their co-workers, parents and students by complying with Child Safety, Health and Safety, Australian National safety and security requirements.

Guidelines for behaviour will be governed by legislation and the Islamic principles. The Code of conduct is binding to all that is applicable to.

### **AIMS**

- To ensure all staff are aware of their responsibilities to co-workers, students and parents
- To promote a healthy and safe environment for the College community

### **TARGET AUDIENCE**

All Staff, Students, Parents, Visitors, Contractors and Community that visit or work or who are educated at the College premises or its associated premises.

## **IMPLEMENTATION**

All staff must ensure they observe all school policies and procedures and conduct themselves with a high level of professionalism at all times (including outside of school hours when representing the College). This policy is aligned with the VIT Code of conduct.

This includes but not limited to:

- **Compliance with College Policies and Procedures**
  - To observe College code of Conduct, Policies and procedures
- **Professional Conduct**
  - Ensure all written, spoken, and physical behaviour is professional, respectful, proactive and is supporting team work and positive engagement.
- **Equity, Fairness, Diversity, Justice, Fairness, Prevention of direct or indirect bullying, harassment behaviours**
  - To perform their daily duties with honesty and integrity and with business ethics in line with the College's Mission, Vision and Values, Islamic principles, the laws and regulations which govern Australia.
- **Education Excellence**
  - Strive for educational excellence at the College to support the successful outcomes for our students and the continuous improvement of the College.
- **Attendance and Punctuality**
  - On-time attendance to school, class and duties is crucial to ensure compliance with health and safety and child safety regulations.
- **Health, Safety, Environment and National Security**
  - To follow all Health, Safety and Environment, Emergency and Security Policy and Procedural requirements at the College. Australian National Safety and Security policies and requirements are required to be adhered to at all times.
  - The College will not tolerate any illegal memberships, unacceptable dangerous behaviours and/or commentary, threats of violence or acts, omissions risking the peace of Australia or that place the College or others at risk. Offenders regardless of whether they are Employees, Students, Volunteers, members of the connected Community will be reported to the appropriate Australian national security authorities immediately.

- **Duty of Care**

- All Management, Staff and Volunteers have a duty of care to report any concerns, that are identified in the legislative and mandated duty of care of the health and wellbeing of a student or any suspected Child Safety or Mandatory Reporting concerns.
- The College and Teachers have a non-delegable duty of care to ensure the welfare of their students. It is a Teacher's responsibility to be aware of their surroundings at all times, and are required to discourage activities that a reasonable person could predict may lead to any harm to students.
- The College and Staff acknowledge their duty under all relevant legislation including failure to Protect and Disclose recent inclusions within the Crimes Act.

### **Personal/Political Agendas**

- Will not negatively speak or influence staff or the community about the College or Islam.
- All Management, Staff and Volunteers will not seek personal or political gain by deception.
- All Management, Staff and Volunteers are prohibited from using their position in the College to recruit others for personal or political agendas.

- **Conduct With Students**

- Are required to conduct themselves with professionalism, integrity, ethics and responsibility at all times.
- Must not use abusive or offensive language, comments or jokes towards, or in the presences of, others.
- Must not physically handle students, this includes, aggressive and/or angered grabbing, pushing or striking a student.
- Must not inappropriately touch students or conduct themselves in a manner that can be defined illegal under grooming offences in which case serious consequences will be applied.
- Display the behaviours that are expected to be good role models for students.
- Undertake their daily work duties with the highest of professionalism at all times.
- Teachers are not permitted to undertake out of hours tutoring for any Al-Taqwa College students unless prior written approval from the College Principal or his delegate.
- Must be visible to others if in a room alone with a student.

- **Working with the Opposite Gender**
  - Staff members are not allowed to be alone and in close physical proximity with the opposite gender, except family, within the school premises. This also applies to teacher-student contact.
  - If two staff members of the opposite gender are required to work alone together, this should be done in an open area, or in a room with doors open.
  - Staff members are encouraged to be friendly and helpful to one another.
  - Nothing in this policy prohibits staff from acting to prevent injury to another person, regardless of gender.
  
- **Items prohibited at the College (or external college activities):**
  - Pork, ham, bacon
  - Alcoholic beverages
  - Pornographic materials
  - Smoking
  - Visibly displaying idols, religious symbols or artifacts other than Islamic
  - Earrings, unless covered
  - Visible Tattoos
  - Gambling
  - Shorts for males and females
  - Short-sleeve and short length (must wear ankle length abaya only) garments for females
  - Engaging in extramarital affairs
  - Religious sectarian discussions
  - Personal fund-raising
  - Conflict of interest
  - Discussion or acts of Terrorism
  - Other as stipulated in the College's policies and procedures
  
- **Mobile Phones**
  - Teacher must not use their mobile phone while performing their duties, mobile phones should be switched off between 9:00am and 3:30pm except during staff break times and in the case of an emergency eg; yard or traffic duty to call for help.
  
- **Transporting Students**
  - It is against College policy for a staff member to transport students in a private vehicle. This practice must not be undertaken under any circumstances unless in the event of an emergency situation and there is written parental consent, or the Principal (or their delegate).

- **Islamic Ethos**
  - Adhere the Islamic Ethos, Values and Mission of Al-Taqwa College
  
- **College property**
  - Property purchased by, or donated to, the College is the property of the College (includes but not limited to books, resources, PD material, electronic devices etc.).
  - Must not remove College property from the premises without permission from the Principal or their delegate.
  - Intellectual property developed throughout the course of employment is the property of Al-Taqwa College. Staff must not use this information to the detriment of the College, this includes competing with the services offered by the College.
  - Must not conduct any marketing activities for educational competitors or other organisations to students, parents, members of the community and visitors.
  
- **Confidentiality**
  - Staff are legally obliged to maintain confidentiality and protect the privacy of College community members.

Any concerns needs to be reported to the direct manager in the first instance. If the direct Manager requires the matter to be escalated, then the direct Manager will escalate to appropriate personnel including, Heads of School, HR, Vice Principal or Principal. The College supports fairness, openness, trust and justice.

The College does not support an environment of hearsay, gossip, innuendo, vindication as this can have adverse effects on individuals, groups and the wider community related to the College. Any person(s) or groups found in contravention of this process will be counseled and/or performance managed.

***Breaches of the Code of Conduct - Any breaches of the code of conduct will be dealt with as outlined in the [Performance/Conduct Management Procedure](#).***

**Serious breaches of this policy may result in termination of employment.**

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## **RESOURCES**

Fair Work Act 2009  
Equal Opportunity Act 2010  
Education and Training Reform Act 2006  
Education and Training Reform Regulations 2007  
Information Privacy Act 2000  
Privacy Act 1988 and reforms 2014  
Working with Children Act 2005  
Teachers Code of Conduct – VIT  
Occupational Health and Safety Act 2004  
Occupational Health and Safety Regulations 2007  
Crimes Act 1958  
Children, Youth and Family Act 2005  
Racial and Religious Tolerance Act 2001  
Ministerial Order 870 – Child Safe Standards  
Islamic Principles

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**Omar Hallak,**  
**Principal, Al-Taqwa College**

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**Date:**