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Purpose

The purpose of the Code of Conduct is to outline the minimum standards of conduct all staff of Christian Schools Tasmania are expected to uphold in their lives and during interactions with students, parents, each other and the wider community.

Related Documents

- Christian Schools Tasmania Vision, Mission and Values Statement
- Christian Schools Tasmania Statement of Christian Faith
- Christian Schools Tasmania Educational Creed
- Relevant Position Description and Person Specifications
- This policy should also be read in conjunction with all other policies developed and produced by Christian Schools Tasmania.

Scope

This policy:

- applies to all employees of Christian Schools Tasmania (CST) whether employed on a permanent, temporary or casual basis.
- covers the minimum standards of behaviour expected of CST employees, including moral and ethical issues.

Contractors and consultants will be informed of the code of conduct required on all CST properties through the contractor's induction and management process.

Expectations for volunteers are contained in the CST Volunteer Policy.

Definition of Terms

Where referred to in this document:

Christian Schools Tasmania means an association of Christians who through their Board of Directors are legally responsible for Calvin Christian School, Channel Christian School, Emmanuel Christian School and Northern Christian School.

The Board means the Board of Directors of Christian Schools Tasmania.

Executive is a forum including the Chief Executive Officer, Principals and the Business Manager.

Chief Executive Officer is the person appointed to the position of Chief Executive Officer of the Association or a person acting from time to time in that position.

Principal means the person charged with responsibility for the operation of an Association school or a person acting from time to time in that position.

Business Manager is the person appointed to the position of Business Manager of the Association or a person acting from time to time in that position.

Reportable Conduct is any behaviour or attitude which may jeopardise the safety, welfare or wellbeing of a child.

Stakeholder means a person or entity of CST including an employee, volunteer, parent, student, supplier or contractor.

Policy

1.0 Introduction

- 1.1 The Christian Schools Tasmania Code of Conduct is intended to provide staff with clear guidance as to the behaviours expected of everyone who works within our community. We want staff to know the expectations we collectively have and also experience the joy and freedom of working within these in a way which brings honour and glory to God.
- 1.2 We have an enormous privilege to witness for Christ in the communities in which we live and work. As Christians we bear the name of God and we reflect to the world an image of Him through our attitudes and behaviours. As an organisation we also clearly refer to our "Christian-ness" and how the way we conduct ourselves and relate together and respond to one another matters as we witness Christ living in and amongst us.
- 1.3 Furthermore, as an organisation tasked with the privilege of providing education, training and care for students, CST recognises education is for the whole person and about the whole of life. Students absorb the attitudes, values and lifestyle of teachers and others in the school community as much as the content of their lessons. Thus, the personal beliefs, values and conduct of our staff members need to reflect Christian teaching and ideals. The conduct and lifestyle of staff members outside of normal working hours will powerfully impact our community and therefore staff members are expected to act in a way which brings honour and glory to God both within and outside of school hours.
- 1.4 As a community we recognise we are a part of God's chosen people and the Lord has given us instruction on how we should respond to and behave with one another accordingly.

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.

Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the message of Christ dwell among you richly as you teach and admonish one another with all wisdom through psalms, hymns, and songs from the Spirit, singing to God with gratitude in your hearts. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:12-17

- 1.5 The following is important to our organisation as we seek to operate together as a Christian community:

1.5.1 Humility

- Staff members are to treat students, colleagues, families, contractors and associated business representatives with respect. The needs of others, both work-related and personal, are to be considered in the workplace.
- Leaders are to be treated with honour and disagreements of opinion expressed with politeness.

1.5.2 Truth

- Staff members are to tell the truth while being sensitive to the emotional impact this may have on hearers and therefore staff members should ensure the time and place is right.
- Speaking the truth may mean admitting fault. Staff members will tell the truth and take responsibility for their behaviour and decisions instead of blaming others. This may lead to a need for apology and reconciliation with students, colleagues, parents and others. We seek to be a grace-filled community.

1.5.3 Self-control

- Staff members are to guard the dignity of students, colleagues and parents.

- Staff members are expected to mature in and model self-control in all areas of their lives.

1.5.4 **Contentment and Thankfulness**

- Staff members are to speak constructively about and promote a positive environment within the workplace and communities where they work.
- Any concerns should be brought to the relevant authority as per the CST Conflict Resolution and Grievance Response Policies.

1.5.5 **Diligence**

- Staff members are expected to be dedicated and loyal workers who aim to do their best while improving the systems and effectiveness of the organisation's operations.
- Reasonable and lawful requests are expected to be followed promptly, fully and effectively.

1.5.6 **Patience and forgiveness**

- We seek to be a community of peace, grace and restoration.
- Students are to be always treated gently, yet firmly.





2.0 Code of Conduct

- 2.1 This Code applies to all employees and does not attempt to provide a detailed and exhaustive list of what to do in every aspect of their work, rather it sets out general expectations of the standards of behaviour required. All employees are expected to take responsibility for their own conduct and to work with colleagues cooperatively in order to achieve a consultative and collaborative workplace where people are able to work effectively and productively.
- 2.2 By accepting employment with CST, employees must be aware of and comply with this Code, as it is amended from time to time. Therefore, all employees must:
- conduct themselves, both personally and professionally, in a manner which reflects Christian teaching and ideals;
 - conduct themselves in a manner which upholds the ethos and values of CST;
 - comply with CST policies and procedures and the policies and procedures of individual schools;
 - always act ethically and responsibly; and
 - be accountable for their actions and decisions.
- 2.3 This Code is not meant to be contractual in nature and does not impose any contractual obligations on the organisation. Rather this Code is an important expression of how we agree to act and relate individually and as a community together.
- 2.4 CST reserves the right to vary or cancel this Code at any time, recognising its strength and relevance lies in being responsive to questions and situations as they arise.
- 2.5 Nothing in this Code should be taken to limit the circumstances in which CST may take disciplinary action in respect of an employee.

3.0 Employee Requirements

- 3.1 All people who work for CST are expected to have a clear understanding of and a commitment to its biblical basis, the Statement of Christian Faith and agreement with the Educational Creed and the Objects of the Association (Article 3 of the Memorandum of the Association). They should act both in the workplace and in other areas of life in ways which are consistent with that basis. Acknowledging all people are fallible and good can ultimately come only from God. Employees are expected to be committed to Jesus Christ and seek to serve and love one another as Christ loves them.
- 3.2 Work in CST involves serving and supporting those people for whom the organisation exists, namely students and their parents. Each employee is expected to work as a member of a team pursuing this core function, serving and supporting each other in the tasks to which God has called them.
- 3.3 Each staff member is expected to contribute positively to the maintenance of a positive, purposeful, productive and safe workplace. CST expects its employees to be generous, open, team focussed, effective, efficient, attentive to detail and contributing to fruitful and positive working relationships.
- 3.4 CST employees are expected to:
 - follow reasonable instructions given by the Principal, Chief Executive Officer or their delegate and comply with lawful directions;
 - carry out their duties in a professional, competent and conscientious manner while seeking suitable opportunities to improve their knowledge and skills, including participation in relevant professional development;
 - be accountable for their performance and decisions;
 - act with integrity, honesty and in good faith in fulfilling duties;
 - be courteous and responsive in dealing with colleagues, students, parents and members of the public;
 - be acquainted with the policies, procedures and delegations applicable to their actions. Employees are to read and ensure they understand documents circulated or issued to them. If employees are uncertain about any aspect of such documents, they should seek clarification from their Principal or Manager. Principals or Managers are to provide employees with access to relevant policies, procedures and delegations.
 - uphold and comply with:
 - Applicable Commonwealth, State and local laws, regulations, industrial awards and agreements;
 - Applicable professional standards and codes of practice which do not conflict with government or CST policy;
 - CST and government directives, policies and procedures.
 - ensure their personal appearance and presentation are clean, tidy and appropriate for their work role in accordance with expectations of the school or workplace.

4.0 Procedure for Dealing with Allegations and Apparent Breaches of the Code of Conduct

- 4.1 Breaches of the Code of Conduct, including apparent and potential breaches and allegations, will be dealt with in accordance with the CST Grievance Response Policy and/or the CST Performance Management Policy.
- 4.2 Employees may, when in breach of the Code of Conduct, seek access to dispute resolution processes.
- 4.3 Employees should report possible breaches by colleagues to their Principal or Manager. If the possible breach is by their Principal or Manager, it should be reported to the Chief Executive Officer.

5.0 Required Reporting

- 5.1 All employees are required to inform their Principal or Manager if they are charged with or convicted of a serious offence or any offence which may reasonably be considered to have any connection with the nature of their role or impact on the reputation of the school. Employees must also inform their Principal or Manager if they become the subject of an Apprehended Violence Order.
- 5.2 If, through their employment with CST, employees become aware of a serious crime committed by another person, they are required to report it to the Principal or Manager, who may be required to inform the police.
- 5.3 CST employees must report to the Principal or Manager:
 - any concerns they may have about the safety, welfare and wellbeing of a child or young person;
 - any concerns they may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
 - any concerns they may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' which has been made to them;
 - if they become aware 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 'reportable conduct';
 - if they become the subject of allegations of 'reportable conduct' whether or not they relate to employment in CST:
 - Employees should refer to CST's Safeguarding Children and Young People Policy for further information about these obligations.
 - Teachers and some other employees have mandatory reporting obligations where they have reasonable grounds to suspect a child under the age of 18 years is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child. Employees should refer to the CST Safeguarding Children and Young People Policy for further information about these obligations.

6.0 Respect for People

- 6.1 All people are created in the image of God and as such are entitled to a fundamental respect for their person. Jesus Christ gave us the great commandment and instructed us to love God and to love others as ourselves, consequently CST expects employees to treat each other with honour, demonstrable care, respect and courtesy.
- 6.2 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.
- 6.3 Similarly, it is important for employees to treat parents, colleagues and contractors with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards others is unacceptable.
- 6.4 Employees 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.
- 6.5 Employees must not discriminate against, harass or bully for any reason any employee, contractor, student or parent. Their obligations in this regard are set out in the **Christian Schools Tasmania's Bullying, Harassment and Discrimination Prevention Policy**.

- 6.6 Employees should ensure they are aware of the **Christian Schools Tasmania's Bullying and Harassment Prevention Policy**. If they believe they are being unlawfully harassed, discriminated against or bullied:
- where they feel comfortable, they are to ask the person to stop, or make it clear they find the behaviour offensive or unwelcome. It may be useful to speak with their Principal or 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 CST Grievance Response Policy or seek assistance in accordance with the CST Conflict Resolution Policy as soon as possible after the incident(s) have occurred.
- 6.7 CST expects grievances or conflicts to be raised in good faith. If after an investigation by CST an employee's complaint or statement is found to be false and malicious, disciplinary action may be taken against the worker who made the complaint in accordance with the CST Performance Management Policy and the CST Grievance Response Policy.



7.0 Professional Relationships

- 7.1 CST employees are expected to behave in ways which promote the safety, welfare and well-being of children and young people. Employees 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 CST employees to understand and observe CST's Safeguarding Children and Young People Policy.
- 7.2 Being alone with students
- 7.3 Employees should avoid situations where they are alone in an enclosed space with a student. Where employees are left with the responsibility of a single student it should be in an open space in view of others. Where this is not possible or practical it should be discussed with the Principal.
- 7.4 Employees should not drive a student in their car unless they have specific permission from the Principal or their delegate to do so. In the event of an emergency discretion should be exercised and then the matter reported to the Principal as soon as possible. Where there is a need for an employee to drive with a student in their car, there should be two employees in the vehicle.
- 7.5 If it is necessary to conduct a private conversation with a student, employees will consider the time and venue carefully to avoid placing themselves in a vulnerable or inappropriate situation. Employees will not locate themselves between the student and any open door.
- 7.6 When confiscating personal items, such as mobile phones, students should be asked to hand them over. Items should only be taken directly from students in circumstances where concern exists for the safety of the student or others and the employee's own safety is not jeopardised by this action.
- 7.7 Physical contact with students
 - . There is a place for appropriate physical contact between an employee and a student. CST values and recognises touch is a normal and important part of communication and right and proper touch is a beneficial and important part of everyday interaction and development, however employees must be mindful of the potential for touch to be misconstrued.
 - . When congratulating a student, a handshake or pat on the shoulder are acceptable as long as the student is comfortable with this action. Kissing of students is never acceptable.
 - . When physical contact with a student is a necessary part of the teaching/learning experience employees must exercise caution to ensure the contact is appropriate and acceptable. Employees should seek reassurance from the student by asking for a volunteer, if necessary, to demonstrate a particular activity.
 - . Physical touch required as a part of a student's management plan (e.g. the management of toileting) needs to be done with caution. When physical contact is regularly required, planning, details and contingencies will be recorded in the student's management plan.
 - . Assisting a student who is injured or ill may necessitate touching the student. Employees will always advise the student of their intention and seek the student's consent.
 - . Employees must not engage in conduct which could physically harm a student. Employees must not impose physical punishment on a student.
 - . There may be occasions, however, where physical intervention is appropriate in order to protect students, self and others. In these circumstances this would be deemed reasonable action providing the physical intervention is to prevent harm or further harm to students and the employee seeks to avoid inflicting physical harm where possible. Any physical intervention must be proportionate to the circumstances.



8.0 Relationships with Students

- 8.1 Employee interactions with students must be and be seen to be professional at all times.
- 8.2 Employees must not develop a relationship with any student which is, or which could be interpreted as having a personal rather than a professional interest in a student. An overly familiar relationship with any student an employee is responsible for teaching, tutoring, advising, assessing or for whom pastoral care or welfare support is provided raises serious questions of conflict of interest, trust, confidence, dependency and equality of treatment. Such relationships may also have a negative impact on the student personally, the teaching and learning environment for other students and colleagues and may carry a serious reputational risk for the school and CST more broadly.
- 8.3 Employees must not provide or exchange personal contact details such as telephone numbers or email addresses with students unless there are specific work-related reasons. Similarly, employees must not enter into unauthorized electronic communication with students such as text messaging, web casting and chat rooms.
- 8.4 Employees will not have current CST students (i.e. students who are currently enrolled in a CST school) added as 'friends' or contacts to their personal social media accounts without express permission of their Principal or Manager.
- 8.5 Employees must not engage in behaviour which raises a reasonable suspicion they have engaged in or will engage in inappropriate activity or the standards applying to the professional employee/student relationship have or will be breached.
- 8.6 Employees must not attempt to sexualize a relationship with a student or engage in sexual misconduct with a student at any time. To do so is a breach of trust, an abuse of authority, professional misconduct, immoral and potentially criminal. Failure by the other person to reject such conduct does not necessarily imply meaningful consent because, in law, a minor cannot consent.
- 8.7 Sexual misconduct includes, but is not necessarily restricted to:
 - Conduct towards a person that would constitute a criminal offence of a sexual nature; or
 - Conduct that is sexual harassment as specified in section 17(3) of the Anti-Discrimination Act 1998; or
 - Any other sexual conduct directed towards or involving any student. Sexual conduct is any behaviour which might reasonably be interpreted as being designed or intended to arouse or gratify sexual desires.
- 8.8 The following behaviour constitutes either misconduct or sexual misconduct:
 - Unwarranted and inappropriate touching of students
 - Suggestive remarks or action of a sexual nature
 - Sexual exhibitionism
 - Obscene gestures, language, jokes containing sexual references or deliberately exposing students to the sexual behaviour of others in any form, other than the case of prescribed curriculum material in which sexual themes are contextual.
 - Inappropriate conversations of a sexual nature
 - Comments that express a desire to act in a sexual manner
 - Personal correspondence (including electronic communication) with a student in respect of the adult's sexual feelings for a student
 - Deliberate exposure of students to sexual behaviour of others including display of pornographic material
 - Flirtatious behaviour
 - Dating a student
 - Spending significant time alone with a student other than to perform professional duties or without other reasonable explanation
 - Expressing romantic feelings towards a student in any way

- 8.9 Sexual misconduct can also include grooming behaviour. Grooming behaviour is a process whereby sexual offenders condition and build rapport with children or young persons in order to reduce their resistance to, and increase compliance with, sexual abuse. The grooming process can include:
- Misleading students by pretending to them that they are special, for example by spending inappropriate time with students, inappropriately giving gifts, showing special favours to certain students but not to other students, allowing students to overstep school rules
 - Breaking of accepted school standards of behaviour, for example undressing in front of students, allowing students to sit on their lap, talking about sex, apparently incidental touch
 - Engaging in inappropriate, personalized forms of communication
- 8.10 Employees must discourage and reject any advances of a sexual nature initiated by a student. Should such a situation arise the employee must report such an instance immediately to their Principal to assist in preventing repetition and to avoid subsequent allegations. Allegations will be investigated thoroughly and may involve the police.
- 8.11 When speaking with students, care must be taken to use appropriate language. Students must be treated with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity, swearing or offensive comments.
- 8.12 As part of a pastoral care role employees may engage in discussion with students. This is entirely appropriate however caution must be exercised when making personal comments about a student or asking questions which probe the employee's own or a student's sexuality or relationships. Employees must not hold conversations with a student of an intimately personal nature where the employee discloses deeply personal information about themselves.
- 8.13 Employees must not engage in home tutoring or coaching students from the school without the express permission of the Principal.
- 8.14 Employees must not give gifts to students. They should also carefully consider their position before accepting any gift from a student.
- 8.15 Wherever practical, employees 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 senior member of staff.
- 8.16 Employees should be aware of and sensitive to children with culturally diverse or indigenous backgrounds and cultural practices which may influence the interpretation of the employee's behaviour.



9.0 Child Protection

- 9.1 Employees must be aware of and comply with CST's Safeguarding Children and Young People Policy
- 9.2 Employees must report to the Principal or Manager any concerns about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' which has been made to the employee. This includes self-disclosure.
- 9.3 Broadly, 'reportable conduct' includes:
- any sexual offence or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence); or
 - any assault, ill-treatment or neglect of a child; or
 - any behaviour which causes psychological harm to a child whether or not the child consents.
- 9.4 Reportable conduct does not extend to conduct which is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards.

10.0 Conflict of Interest

- 10.1 A conflict of interest may exist when an employee's private interests have the potential to interfere with their capacity to perform their duties and in turn compromise their integrity and that of the school. A potential or actual conflict of interest must be identified, declared and avoided or resolved in favour of the public interest and should not be undertaken without the express permission of the Principal or Chief Executive Officer.
- 10.2 CST employees may not act in conflict with the organisation or the school's best interests. A conflict of interest can involve:
- pecuniary interests such as financial gain or loss or other material benefits;
 - non-pecuniary interests such as favours, personal relationships and associations. It may not only be about their own interests, but may include:
 - the interests of members of their immediate family or relatives where these interests are known;
 - the interests of their own business partners or associates, or those of their workplace; or
 - the interests of their friends.
- 10.3 Situations which may give rise to a conflict of interest might include:
- financial interests of the employee, a friend or relative which could influence the impartiality of the performance of the employee's duties;
 - personal beliefs or attitudes not relevant to the situation which influence the impartiality of advice given;
 - personal relationships with other employees, applicants for positions, students or business customers;
 - dealings with a friend, a relative or colleague who is also a student or parent;
 - approval of expenditure which will benefit the employee, a friend, a relative or an organisation with which the employee identifies.
 - When faced with a situation in which conflict of interests may be present, employees should report any potential or real conflict to the Principal or Manager. Employees should also report situations where a superior or colleague who has an identified conflict is or, may be perceived as, unduly influencing the employee's decision.
 - It is understood situations may occur where employees are working with family members or with persons with whom they develop close personal relationships. Where such relationships exist between employees or with prospective employees, the potential for conflict of interest should be noted.

- As a general principle, all employees who participate in procedures for selection, granting of tenure, performance appraisal, termination or transfer of any person who is a family member or with whom they have or have had, a close personal relationship should declare any potential conflict of interest, however, the existence of a close personal relationship or family relationship should not constitute a bar to the employment, promotion, granting of tenure or transfer of any individual.
- Employees should be aware that private part-time employment including tutoring which conflicts with or compromises employment with CST may give rise to a conflict of interest. Employees should seek prior approval from their Principal or Manager for any such employment or activity.
- In many cases only individual employees themselves will be aware of the potential for conflict. The onus is therefore on the individual in these cases to notify the appropriate supervisor of this potential conflict.





11.0 Declaring Gifts, Benefits and Bribes

- 11.1 Employees should be aware receipt of gifts from those considered as part of the broad client base of the organization (e.g. students and families in a school setting) may present the potential for a conflict of interest.
- 11.2 Employees 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. Employees are expected to exercise sound judgment when deciding whether to accept a gift or benefit.
- 11.3 If employees are offered a bribe (i.e. anything given in order to persuade the employee to act improperly) it must be refused with an explanation as to why it is being refused and the matter should be reported immediately to the Principal or Manager.
- 11.4 Accepting gifts and other benefits has the potential to compromise an employee's position by creating a sense of obligation and undermining impartiality. It may also affect the reputation of the organisation and its staff. Employees must not create the impression any person or organisation is influencing CST or the decisions or actions of any of its employees.
- 11.5 Employees who are offered a gift or benefit should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift which is more than nominal value must not become personal property. It should be either politely refused or the contributor should be advised it is accepted on behalf of the School.
- 11.6 When such a gift is accepted the Principal must be advised and 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.
- 11.7 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 school. If employees win a prize, they must advise their Principal who will determine how the prize should be treated and recorded.

12.0 Privacy and Confidentiality Communication

- 12.1 Employees should be mindful of confidentiality when in discussions with parents. A guarantee of confidentiality cannot be provided if the matter under discussion requires mandatory reporting.
- 12.2 Employees should not disclose personal information about another staff member to students, members of the school community or the public or discuss their work performance except if authorised by the Principal in the context of grievance/conflict resolution or when required or authorised to do so by law or when called to do so in court.
- 12.3 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the school community or the public.
- 12.4 The media should not be given access to students or allowed entry to the school without the express permission of the Chief Executive Officer.
- 12.5 Employees should not make any comments to the media about the school, students or parents without the express permission of the Chief Executive Officer.

13.0 Confidential information

- 13.1 Employees of CST may be entrusted with access to information of a sensitive nature to enable duties to be carried out. Such confidential information must be used only for the work-related purpose it was intended.
- 13.2 Unless authorised to do so by legislation, employees must not disclose or use any confidential information without the express permission of the Principal or the Chief Executive Officer. This continues to apply after a person has left the employment of CST.
- 13.3 Employees must make sure confidential information, in any form, is handled carefully and the integrity of such information is always in compliance with the CST Privacy Policy and any relevant privacy legislation. Employees must ensure this information cannot be accessed by unauthorised people.



14.0 Privacy

- 14.1 Employees must be aware of and comply with the provisions of the Personal Information Protection Act as well as the CST Privacy Policy.
- 14.2 Sensitive and personal information should be provided only to people, either within or outside CST schools, who are authorised to have access to the information.
- 14.3 Employees should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other CST employees. Normally information should be limited to those who need to know in order to conduct their duties.

15.0 Use of CST and School Resources

- 15.1 Employees must ensure all school/CST equipment, resources and consumable items are used appropriately for the work and business of the school/CST. Limited and occasional private use of school/CST equipment and resources may occur providing it does not adversely affect the performance of the employees work duties, or the work duties of others, or the business or reputation of the school/CST.
- 15.2 Employees must ensure school/CST equipment is maintained and used in accordance with the manufacturer's requirements and all use is both safe and legal
- 15.3 Employees must have approval to use school/CST equipment and resources off site for work purposes and must ensure the equipment is safely stored and secured.
- 15.4 Employees must ensure they do not breach copyright law or licensing arrangements when copying any school/CST property such as software, library and reference materials or copying other property for school/CST use.
- 15.5 Employees must not seek financial gain from work produced for the school/CST without the authorisation of the school/CST.
- 15.6 Employees whose work duties involve purchasing or managing resources on behalf of the school/CST must act within their delegated authority and comply with legislative requirements, policies and procedures for the purchase, use and disposal of any school/CST resource.
- 15.7 Employees can refer to the appropriate CST policy or policies for further information.

16.0 Record Keeping

- 16.1 All employees have a responsibility:
 - to create and maintain full, accurate and honest records of their activities, decisions and other business transactions; and
 - to capture or store records in the organisation's record systems.
- 16.2 Employees must not destroy or remove records without appropriate authority.
- 16.3 Supervisors have a responsibility to ensure employees reporting to them comply with their records management obligations.
- 16.4 Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner consistent with relevant policy and the requirements of the school.
- 16.5 Employees must maintain the confidentiality of all official information and documents which are not in the public domain or which have not been published.

17.0 Copyright and Intellectual Property

- 17.1 When creating materials employees need to ensure the intellectual property rights of others are not infringed and information is recorded about any third-party copyright or other rights included in materials.
- 17.2 Advice relating to sharing or licensing CST intellectual property should be sought from the Chief Executive Officer.
- 17.3 A school or functional entity cannot give away or assign its intellectual property rights without the approval of the Chief Executive Officer.
- 17.4 Any copyright of any material developed by an employee which relates to their employment with CST will belong to CST. This may apply even if the material was developed in the employee's own time or at home.
- 17.5 Employees should not use CST's intellectual property (including copyright) for private purposes without obtaining written permission from the Chief Executive Officer.





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