

POLICY	PROCEDURE
Policy Name	Code of Conduct for Staff Policy
NESA Manual Section	School Management and Operation (B2) Schools Must be Maintained through Proper Governance (B2.3)
Related Procedures & Registers	Code of Conduct for Staff Procedure (B2.3) Staff Grievance Procedure (B2.3) Whistleblower Procedure (B2.3) Child Protection Procedure (B8.1) Document and Record Retention Procedure (B2.3) Complaint Handling Procedure (B8.2) Work Health and Safety Procedure (B2.3) Discrimination, Harassment and Bullying Procedure (B2.3) Student-Staff Interaction Procedure (B8.1) ICT, Social Media and Technology Use Procedure (B2.3) Working With Children Check Procedure (B8.1)
Related Policies	Staff Grievance Policy (B2.3) Whistle Blower Policy (B2.3) Child Protection Policy (B8.1) Document and Record Retention Policy (B2.3) Complaint Handling Policy (B8.2) Work Health and Safety Policy (B2.3) Discrimination, Harassment and Bullying Policy (B2.3) Privacy Policy (B2.3) Student-Staff Interaction Policy (B8.1) ICT, Social Media and Technology Use Policy (B2.3) Working With Children Check Policy (B8.1)
Related Legislation	Education Act 1990 Work Health and Safety Act 2011 (NSW) Children and Young Persons (Care and Protection) Act 1998 (NSW) Fair Work Act 2009 (Cth) Anti-Discrimination Act 1977 (NSW) Privacy Act 1988 (Cth)
Date of Issue / Last Revision	21 September 2019 19 July 2022 7 November 2025 11 April 2026
Date Set for Review	<i>April 2029</i>

Code of Conduct for Staff Policy

Policy Statement

Central Coast Montessori Primary School Ltd (CCMPS) is committed to maintaining a safe, respectful, ethical and professional workplace in which staff act with integrity and uphold the values of the School.

Staff are expected to conduct themselves in a manner that promotes student wellbeing, supports positive relationships, protects the reputation of the School and meets professional, legal and ethical responsibilities.

This Policy establishes the standards of behaviour expected of all staff and supports a culture of accountability, professionalism and child safety.

Purpose

This Policy sets out the standards of conduct expected of staff at CCMPS and provides a framework for professional behaviour, decision-making and accountability.

It supports consistent expectations across the School and helps ensure that staff conduct aligns with School values, child-safe obligations, governance requirements and applicable laws.

Scope

This Policy applies to all employees of CCMPS, including permanent, temporary and casual staff. Relevant expectations also apply to contractors, volunteers, visiting professionals and any person performing work or services on behalf of the School.

This Policy applies during work hours, while undertaking School duties, at School events, during excursions, online, and in circumstances outside work where conduct may affect the School or School community.

Principles

Staff conduct at CCMPS is guided by the following principles:

- Integrity – acting honestly, ethically and responsibly.
- Respect – treating all members of the School community with dignity and courtesy.
- Child safety – prioritising the safety, welfare and wellbeing of students.
- Professionalism – maintaining appropriate standards of behaviour and judgement.
- Accountability – accepting responsibility for actions and decisions.
- Confidentiality – protecting private and sensitive information.
- Compliance – following lawful directions, policies and procedures.

Standards of Conduct

Staff are expected to:

- act honestly and in the best interests of students and the School
- perform duties competently, conscientiously and professionally
- comply with School policies, procedures and lawful directions
- communicate respectfully with students, families, colleagues and visitors
- maintain appropriate professional boundaries
- exercise sound judgement and avoid conflicts of interest
- use School resources responsibly
- report concerns, risks or misconduct promptly
- support a positive, inclusive and cooperative workplace culture.

Child Safety and Professional Boundaries

Staff must maintain professional boundaries with students at all times. Staff must not engage in conduct that is exploitative, inappropriate, overly familiar, intimidating or inconsistent with child-safe expectations.

Interactions with students must be lawful, appropriate, transparent and focused on educational or wellbeing purposes.

All child protection, mandatory reporting and reportable conduct obligations must be followed.

Respectful Workplace Behaviour

CCMPS does not tolerate bullying, harassment, discrimination, victimisation or abusive behaviour. Staff are expected to contribute to a respectful workplace and address concerns through appropriate processes.

ICT, Social Media and Digital Conduct

Staff must use School technology resources, communication systems and digital platforms responsibly and in accordance with the ICT, Social Media and Technology Use Policy.

Staff must:

- protect passwords and access credentials
- safeguard confidential and personal information
- communicate professionally online
- use approved channels when communicating with students and families
- not post student images or School information without approval
- not represent personal opinions as those of the School without authority
- avoid online conduct that may damage trust, confidence or the School's reputation.

Use of School Property and Resources

Staff must use School equipment, funds, facilities and other resources responsibly, safely and for authorised purposes. Loss, damage, misuse or security concerns must be reported promptly.

Confidentiality, Privacy and Records

Staff must protect confidential information relating to students, families, staff and School operations. Information must only be accessed, used or disclosed where authorised and necessary.

Staff must maintain accurate records and comply with School record retention requirements.

Conflicts of Interest, Gifts and Benefits

Staff must disclose any actual, perceived or potential conflicts of interest. Staff must not improperly use their position for personal benefit or accept gifts or benefits that may influence, or appear to influence, decision-making.

Work Health and Safety

Staff must take reasonable care for their own health and safety and that of others, follow safety procedures, and report hazards, incidents or unsafe practices promptly.

Drugs, Alcohol and Impairment

Staff must be fit for duty at all times while undertaking work for CCMPS. Staff must not attend work, supervise students or perform duties while affected by alcohol, illegal drugs or any substance that impairs judgement, performance or safety.

Where prescription or over-the-counter medication may affect a staff member's capacity to perform duties safely, staff are expected to act responsibly and seek appropriate guidance where required.

Alcohol must not be consumed during working hours or at School activities unless expressly authorised by the School.

Use of Artificial Intelligence and Emerging Technology

Any use of artificial intelligence or emerging technologies in the course of employment must be ethical, lawful, appropriate to purpose and consistent with privacy, confidentiality and professional obligations.

Breaches of this Policy

Suspected breaches of this Policy may be managed through supportive guidance, performance management, disciplinary processes or referral to external authorities where required.

Records and Evidence

The School may maintain records relating to:

- policy acknowledgements
- conduct concerns or investigations
- training completion
- performance management actions
- complaints or grievances
- related correspondence or decisions.

Records will be managed in accordance with School record-keeping requirements.

Roles and Responsibilities

School Board (eg. Directors, Board Members, Responsible Persons)

- Approve and review the Staff Code of Conduct
- Provide oversight of conduct-related risks and compliance

Principal

- Ensure implementation of this Policy
- Promote professional standards and accountability
- Manage serious conduct concerns
- Support staff awareness and compliance

Classroom Guides/Leaders

- Model expected standards
- Address concerns promptly and fairly
- Support staff understanding of expectations

Staff

- Comply with this Policy and related procedures
- Exercise sound judgement and professionalism
- Raise concerns appropriately
- Participate in required training or acknowledgement processes

Monitoring, Evaluating and Review

Annual adjustments may be made to this policy in response to identified areas for improvement to ensure it remains current, effective and aligned with School practice. Otherwise, this policy will be reviewed every three (3) years, or earlier if required due to changes in legislation, regulatory requirements or identified gaps in practice.

Continuous improvement will be guided by updates from NESA, child-safe requirements, employment obligations and internal review processes.

Related Documents and References

[Child Safe Standards \(NSW\)](#)

[Independent Schools NSW Governance Resource Manual March 2026](#)

[NESA Registered and Accredited Individual Non-Government Schools \(NSW\) Manual February 2026](#)

[NESA Resources for Schools](#)

[NSW Education Standards Authority Act 2013 \(NSW\)](#)

In the event of any inconsistency between this Policy and applicable legislation, the legislation will prevail.