

KINMA CODE OF CONDUCT

1. Application

This code of conduct applies to all Kinma workers, including paid staff, contractors and volunteers.

2. Kinma Principles and Values

The Kinma Constitution lists the following principles as the core of its educational practice:

- 2.1. Striving for each child to achieve his or her full academic, physical and social potential in a supportive, stimulating learning environment
- 2.2. A child-centred, innovative program based on an understanding of child development
- 2.3. Respect for the individuality of the child
- 2.4. Fostering self determination in the child
- 2.5. Fostering the child's exploration, critical thinking and creative abilities
- 2.6. Cooperation rather than competition
- 2.7. Active involvement in a wide range of learning situations
- 2.8. Maintaining high academic standards
- 2.9. Supporting the emotional well-being of children and teachers
- 2.10. Learning within the bush environment and the community.

The Kinma Constitution also provides that we:

- a. Respect and safeguard the professional status of teachers.
- b. Strive for co-operation between teachers, other educators, parents and children and to provide regular educational and social opportunities for close relationships to be formed between teachers, students and parents and to involve parents in aspects of the day-to-day work of the school.
- c. Allow for student participation in the affairs of the school and encourage involvement in the community outside the school.



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The key values we adopt to put these principles into practice are:

- a. We respect each other
- b. We consider the impact of all our actions on the students and ensure their interests are put first
- c. We work cooperatively, sharing resources, information and insights
- d. We respect each others' expertise, knowledge and professional role
- e. We apply our best professional expertise when working for Kinma

3. Statutory Obligations

The school has a statutory responsibility to protect students against foreseeable risks of personal injury or harm, in all school activities whether in school grounds or on excursions.

Staff who do not take proper care may be legally liable for the consequences. All staff – paid or volunteers - must take reasonable care to make sure that students are not harmed.

The Code of Conduct helps staff and the Kinma Community to meet statutory expectations for proper care for students.

4. Code of Conduct

4.1. Keeping children safe

We do not harm students: we do not hit, strike or push students, engage in any sexual connection with students, verbally abuse them, nor put them down. We respect students and treat them accordingly. Where students' behaviour is challenging we use the Behaviour Policy to guide actions.

We do not leave students unsupervised: we do not leave the school without making sure that the students are being adequately looked after. Staff must arrive for duty on time and not leave until all students have been accounted for.

We are prepared for critical events: all staff need to be familiar with Kinma emergency and evacuation systems and practice fire drills with their classes. Staff need to be familiar with the first aid equipment and be prepared to use it (in accordance with our Student Welfare policy) when needed. Immediate medical assistance is provided or obtained for students who are ill or injured.

We keep professional boundaries: Staff should not form particular special/social relationships with students outside school. Staff need to remain as teachers rather than friends for their students and must not demonstrate favouritism. This practice benefits both student and staff member. This means that staff should:

- not be alone with a student when out of sight of others. Individual privacy that may be necessary for students is provided without being out of sight of others
- not drive students, even with parental permission, except in an emergency, or where other students or adults are present
- support students in the event of any breach or reported breach of professional boundaries
- report immediately to the Manager any of their own actions that may be a breach of these standards. Failure to self-report is a possible indicator of a cover-up of an intentional breach
- not engage in private personal communication with students outside school on social media, email or post
- not give gifts of value to students or their families
- not work outside of school with students or their families without the express authority of the Manager

4.2. Maintaining trust

We maintain confidentiality: Staff are privileged with detailed knowledge of their students and the students' home lives. This knowledge must remain confidential and can only be shared with other Kinma staff to assist in the student's development or welfare. This knowledge is not be shared with other families or external parties without the express permission of the family student and his/her family.

We maintain student privacy: Staff may not publish photos of students taken at the school or information about students, except on the Kinma website or closed Facebook page, unless the Manager has given explicit written permission.

We tell the truth: children, parents, Board members and fellow staff are entitled to honesty from staff. This includes honesty in reporting on students' activities and progress, and in giving feedback to others. We are kind and respectful with our truth.

We seek out and consider all sides of a story: students, parents and fellow staff have different perspectives that all need to be heard before an issue can be resolved respectfully.

We meet obligations: when we agree to do something we follow through and do it. This includes the obligation to attend school at set hours and to attend out of school hours functions like parent-teacher interviews, and other scheduled school events.

4.3. Maintaining high standards of professionalism

We apply professional expertise: teaching at Kinma requires the highest level of professional expertise so that all students' learning styles and needs can be individually met.

We take responsibility for records, plans and other documents required to meet regulatory authorities . NSW Board of Studies requirements: teaching staff are responsible for understanding and meeting these requirements in relation to their roles, as set out in the Registered and Accredited Individual Non Government Schools (NSW) Manual. **National Quality Framework (NQF):** teaching staff are responsible for understanding and meeting these requirements in relation to their roles, as set out in the National Guidelines and ACARA framework.

We keep informed about other Kinma policies and practices: we know the detail of Kinma policies involving education, care and support of students.

We report wrong-doing: if a worker believes that a fellow worker has behaved corruptly or illegally or unethically, they need to report to the Manager immediately. Staff must notify the Manager of any complaints or allegations against workers involving physical assault of, sexual misconduct against, or serious neglect of students. More detail on what should be reported and how to report it is in Kinma's Child Protection Policy. Staff must also notify the Manager if they are the subject of a criminal charge or conviction.

We do not bring drugs, tobacco or alcohol to school: we do not use drugs or alcohol when school is in session, nor bring them onto the school grounds when school is in session.

We avoid conflicts of interest: Kinma staff cannot take on roles that are in conflict with their role at Kinma. Conflicts could include time or energy conflicts, as well as conflicts with Kinma philosophies and practices.

We seek the Manager's approval before taking additional or casual work: this is particularly important if the work is for a member of the Kinma community. It may be inappropriate to work for parents of Kinma students as this can lead to perceptions of favouritism, and even perhaps to relationships that do not place the interests of students first. Staff are not to take up roles as tutors or babysitters for Kinma students.

We advise the Manager if excessive gifts are received: Kinma staff are paid by the school and should not accept gifts (other than small tokens) from parents or students. The

Manager can intervene and return excessive gifts.

4.4. Taking care of each other and our school

We do not harass or discriminate against each other on the basis of sex, race, religion or sexual preference: at Kinma all people, including workers, students, Board members and all members of the Kinma community are to be with respect.

We help each other: we help students, parents and fellow staff with problems and challenges.

We take care of Kinma property: Kinma property needs to be respected and cared for so that energy and resources are not wasted in replacing property that is damaged. Teachers are expected to be active role models for students in this regard.

5. Acceptance of Code of Conduct

All workers (whether paid or volunteer) must note these standards and sign below that they accept them.

Signed.....Date.....