

Florey Preschool Code of Professional Practice Procedures

The following procedures align to support the implementation of the
ETD Teachers' Code of Professional Practice Policy.

- Teaching staff at Florey Preschool (permanent, temporary and casual) uphold commitment to the five principles of public service that guide the work of all teachers in meeting the educational needs of their students; these being:
 - Service to the public** – *abiding by the ACT Public Service Charter and core set of standards.*
 - Responsiveness to the government and the needs of the public** – *providing the same level of professionalism in the administration and delivery of government policies and services.*
 - Accountability** – *upholding the law and adhering to the policies of the government as well as being accountable to the delivery of educational programs.*
 - Fairness and integrity** – *conducting themselves with honesty, fairness and integrity when managing school resources and information.*
 - Efficiency and effectiveness** – *obtaining maximum value for the resources expended by the department in achieving high level outcomes for all students.*
- **Aggressive behaviour by others:**

Teachers at Florey Preschool are entitled to suspend further contact with aggressive/offensive community members until it can be agreed that there will be no repetition of this behaviour. This process may be facilitated in consultation with executive staff.

Aggressive student behaviour will be managed in accordance with the school's Student Welfare Policy.

Teachers at Florey Preschool will only restrain a child in an appropriate manner if it is believed that the exhibited behaviour may inflict injury to that or other children (Team Teach guidelines).
- **Challenging official decisions/directions:**

Teachers may challenge or question a decision if they believe it to be unlawful, unethical, unfair or unreasonable. Teachers at Florey Preschool would discuss concerns with a supervisor so that understanding can be sought initially, however may also choose to discuss concerns with the Principal or departmental delegate if resolution is not established.
- **Copyright:**

Teachers at Florey Preschool will ensure that they do not intentionally breach copyright law or licensing arrangements when copying school property.
- **Criminal charges and offences:**

Teachers at Florey Preschool will advise the ETD delegate in writing of any criminal charges laid against him/her.
- **Drugs, alcohol and tobacco:**

Teachers on duty at Florey Preschool will not perform duties under the influence or possession of illegal drugs or be under the influence of alcohol. Additionally, they will not consume or bring alcohol on to the school premises during working hours.

- **Electronic communication with parents:**
Preschool groups have set up a group (blind cc) email so reminders can be sent out via email. Family response has been positive.
- **Gifts:**
Teachers at Florey Preschool do not encourage the giving of gifts or benefits in connection with their work duties. When gifts outside the nominal range are forwarded to staff, the right to receive this gift is at the discretion of the Principal and could potentially become school property.
- **Harm to a student:**
Teachers at Florey Preschool will follow procedures within the ACT Child Protection Guidelines to ensure they are responding effectively as mandated reporters to all cases of non-accidental physical injury, suspected sexual or emotional abuse or neglect. See Mandatory Reporting procedures.
- **Impartiality:**
Teachers at Florey Preschool treat other teachers, parents, members of the general public and other public employees fairly and in an unprejudiced manner.
- **Intellectual Property:**
Teachers at Florey Preschool will not intentionally misuse the intellectual property of others, including publications, manuscripts, audio-visual presentations, original research.
- **Misconduct:**
Teachers at Florey Preschool will not behave in a way that brings discredit upon the teaching professional and will therefore be mindful of their actions in a private capacity and of how these may adversely impact on their reputation and that of the profession.
- **Official Information and Public Comment:**
Teachers at Florey Preschool understand that official information obtained through work must not be disclosed without lawful authority.
- **Privacy:**
The department including teaching staff at Florey Preschool are bound by the provisions of the Commonwealth Privacy Act 1988 and the 11 Information Principles within that Act which protect and regulate the use of personal information.
- **Political activity:**
Teachers at Florey Preschool understand that there is a need to exercise discretion with regard to political views and public comment. They understand that there is a need to be careful about expressions of public opinion in the workplace and the appropriateness of sharing their views with students.
- **Procedural Fairness:**
Teachers at Florey Preschool make fair, informed and transparent decisions based on evidence available.
- **Professional Relationship:**
Teachers at Florey Preschool treat colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- **Reporting fraud and maladministration:**
Teachers at Florey Preschool are obliged to report any fraud or suspicion of fraud that comes to their attention or any reasonable suspicion they have of maladministration.
- **Sexual misconduct:**
Teachers at Florey Preschool understand that they must not engage in behaviour that they have or will engage in sexual misconduct and that they must discourage or reject advances of a sexual nature initiated by a student.

- **Standards of dress:**
Teachers at Florey Preschool are obliged to dress appropriately in a way that upholds the good reputation of the ACT Public Service and the teaching profession. Wearing thongs, singlets, revealing clothes or clothes with offensive slogans are examples of inappropriate dress standards at Florey Preschool.
 - **Unlawful discrimination:**
Teachers at Florey Preschool do not unlawfully discriminate against any person on the basis of race, sex, sexuality, disability, pregnancy, breastfeeding, religious or political conviction, age, status as a parent/carer.
 - **Use of school resources:**
Teachers at Florey Preschool do not transmit words or images that are sexually explicit, violent or offensive through school email, the internet system, telephone calls or faxes and have all signed an 'Acceptable Use of IT Resources ' form to acknowledge the ETD policy.
 - **Workplace harassment:**
Florey Preschool discourages offensive, intimidating or threatening behaviour directed at any individual or group of workers and proactively encourages a friendly, inclusive and supportive workplace for all employees.
 - **Sexual harassment:**
Florey Preschool advocates a workplace environment that is free from unwanted attention of a sexual nature; considering this behaviour as inappropriate and unprofessional.
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