OneSchool Global

Staff and Volunteer Code of Conduct

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Staff and Volunteer Code of Conduct

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<tr><td rowspan="2">Policy author
Teresa Neville, State Compliance and Business Manager</td><td rowspan="2">Reviewed by:
Frank Vetere, Regional Principal

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<tr><td>Local Document Code
(not applicable)</td><td colspan="2" rowspan="2">Associated documents
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<tr><td>Enquiries contact:

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1. POLICY STATEMENT

At OneSchool Global Tasmania (the School), our expectations regarding the way staff and volunteers conduct themselves are underpinned by:

- The School's values of **integrity**, **care**, **compassion**, **respect**, **responsibility** and **commitment**;
- The Schools' purpose to develop life-ready students who learn how to learn and achieve;
- The School's paramount consideration, which is the care, safety and wellbeing of its students and commitment to comply with the Child and Youth Safe Standards; and
- Respect for the School, one another and all members of the school community.

This Code of Conduct (or Code) details the minimum standards of behaviour expected of all staff and volunteers of OneSchool Global Tasmania. It sets out how staff and volunteers should interact with each other, with children in their care, with families, and with people in the community.

2. PURPOSE

The purpose of this document is to provide staff members and volunteers of OneSchool Global Tasmania with a set of ethical principles guiding the standards of conduct that they are expected to uphold in their interactions with students, each other and the wider community.

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This Code ensures that staff and volunteers understand:

- The general standards of conduct and performance (referred to in this code as '**behaviour**') that are expected at the School.
- The obligations on staff and volunteers to take responsibility for their own behaviour, both at and outside school, and to work with the School and colleagues cooperatively to achieve a productive, respectful and safe school environment and workplace.
- How the School responds to concerns about staff behaviour.

3. SCOPE

This Code is for all staff and volunteers of the School.

Staff and volunteers formally undertake to support the Ethos of the School and agree to this Code as a requirement of their signed employment/volunteer agreement and are expected to demonstrate their support for the Ethos and Code of Conduct at all times.

The Code applies at all times to all staff and volunteers for the duration of their employment or engagement. This Code also extends to situations when staff are:

- On school grounds.
- Online, via telephone or any other means when communicating or interacting with students, staff, volunteers and the school community.
- Travelling to and from the School, as well as to and from off-site activities or events.
- Wearing school logos or uniform (including staff name badges).
- Upholding the School's or a teacher's legal duty of care owed to students.
- Otherwise engaging in behaviour which in the reasonable opinion of the School may adversely affect student safety and wellbeing, student relationships, staff health and safety, staff-student relationships, perceptions regarding a staff member's professionalism, a staff member's relationships with other members of the school community, or the reputation of the School.

This Code will also apply to staff interactions with former students.

This Code is in addition to profession-specific codes of conduct, such as the Professional Boundaries - Guidelines for Tasmanian Teachers and Code of Professional Ethics - Teachers Registration Board Tasmania that outline behaviours expected by all teachers in Tasmania. School staff must also comply with other codes of conduct, policies and procedures at the School that apply to them, including the Child Safe Policy. This Code is also supported by the following documents:

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- Staff Employment Agreements
- Volunteer Employment Agreements

4. CHILD SAFE STATEMENT

OneSchool Global Tasmania is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard to the safety of any student of OneSchool Global Tasmania.

5. GUIDING PRINCIPLES

The School encourages staff and volunteers to adopt positive behaviours, and recognises there will be times when staff make mistakes and poor decisions. At the same time, however, the School must enforce certain standards to ensure its success, and the care, safety and wellbeing of the school community. Consequences, including disciplinary action, form part of the School's response when staff fall short of the School's standards.

This Code is not an exhaustive list of the standards that apply to staff in every aspect of a staff member's behaviour. Indeed, the School has many policies, procedures and rules which set out the School's expectations regarding staff behaviour (which continue to apply). Instead, this Code sets out general expectations of the standards of behaviour required.

To the extent of any inconsistency between this Code and any of the School's other policies, procedures and rules, the expectations and processes set out in this code shall prevail. In this respect, this Code should be regarded as an overarching summary of the School's expectations and processes regarding staff behaviour. Nothing in this Code should be taken to limit the circumstances in respect of which the School may take disciplinary action in respect of a staff member.

All staff and volunteers must familiarise themselves with and comply with this code.

The School reserves the right to vary, replace or withdraw this Code at any time.

6. STAFF AND VOLUNTEER CONDUCT

The following sets out in practical terms the active implications of staff and volunteers undertaking to support the Ethos of the School, and should be read in conjunction with other school policies and procedures.

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Lawful and reasonable directions

- Staff and volunteers must comply promptly, conscientiously and effectively with all lawful and reasonable decisions and directions given by a person having authority to give such directions
- Staff and volunteers must not knowingly or deliberately impede compliance with, or implementation of, a lawful and reasonable decision or direction.
- When making decisions or giving directions, staff and volunteers must act within their legal and organisational responsibilities and delegations. Staff and volunteers must make what they believe to be competent decisions and give fair and reasonable guidance and directions.

Professional and ethical conduct

- In the course of their employment/contract, staff and volunteers must act in a professional and respectful way that enhances their professional reputation and the reputation of the School. Staff and volunteers should be aware that personal conduct and lifestyle outside of normal working hours can reflect either positively or adversely on the School and therefore they should act appropriately in the presence of students at all times, both within and outside school hours. At all times staff and volunteers should conduct themselves in a manner that does not bring the School into disrepute.
- Staff and volunteers must treat fellow staff and volunteers, students and others within their work environment with the respect and dignity that all deserve.
- Staff and volunteers whose work involves interacting with students have a special responsibility to comply with duty of care requirements and not to be engaged in inappropriate behaviour such as illegal, anti-social, scandalous or disreputable activities which may negatively impact on them being seen as appropriate role models for those students.
- Staff and volunteers must be cognisant of the policies, procedures and delegations that are applicable to their actions. The Campus Principal and Board must make relevant information available to staff. Staff and volunteers are required to read and ensure that they understand policy documents issued to them or circulated to them. Staff and volunteers who are uncertain about any aspect of the policies, procedures and delegations which apply to them should examine the relevant information and seek advice from the Campus Principal and/or Board/Campus Support Team. This includes information contained in school policies, procedures, practices and forms all available on the OneSchool Global Hub.

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- Staff and volunteers must uphold and comply with:
    - Applicable Commonwealth, State and local laws, regulations, industrial awards and agreements;
    - Applicable professional standards and codes of practice that do not conflict with government or OneSchool Global policy; and
    - The School and government directives, policies and procedures.
- Staff and volunteers must take responsibility for, and support official decisions made by those with authority delegated by the Board of OneSchool Global Tasmania.
- Staff and volunteers must act promptly in reporting breaches of the law, OneSchool Global policies, government policies and directives, as well as misconduct and maladministration under the Code of Conduct, to the Campus Principal and/or Board via the Campus Support Team.
- Staff and volunteers are expected to always behave in ways that promote the safety, welfare and well-being of students, fellow staff, volunteers and others in the workplace environment in accordance with relevant occupational, health and safety legislation.
- Staff and volunteers must perform their duties competently and responsibly, with a focus on delivering or supporting safe and high-quality educational services to students.
- Staff must maintain currency of their professional competence through appropriate professional development or learning experiences. This also includes:
    - Holding a current Registration to Work with Vulnerable People (RWVP) registration and complying with RWVP obligations.
    - Maintaining applicable teacher registration credentials.
- Staff and volunteers must maintain the accuracy, integrity and appropriate confidentiality of all information used in their professional dealings at the School.
- Staff must only take leave of absence from their work duties and from the work site when authorised to do so.
- Dress, personal appearance and hygiene are important elements of professional presentation. Staff and volunteers must ensure that their personal appearance and presentation are clean, tidy and appropriate for their role in accordance with the expectation of the School. This also extends to maintaining a professional manner and attire online and in virtual meetings.

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- Staff and volunteers must only engage in communication with a student in person, online or via other means in only a professional or educational context.

Duty of care

Duty of care is essentially a duty to do everything reasonably practicable to protect others from foreseeable harm. While this applies in all aspects of a staff and volunteer's work, it is particularly important for those staff and volunteers who have interaction with and responsibility for students.

- Teachers have a particular duty of care towards students. It arises out of what is known as a fiduciary relationship, that is, a relationship based on trust. Such positions are bound by two ethical principles:
    - Non-malfeasance – the responsibility to cause no harm to self or others; or
    - Beneficence – to actively promote the good of self and others.
- All students have a basic and expected right to a physical and emotional environment that is free from unreasonable risk of harm. Harm includes any significant detrimental effect to the student's physical, psychological or emotional well-being by any cause and includes minor harm that is cumulative in nature and which would result in a detrimental effect of a significant nature to the student if allowed to continue. Among other things, harm can be caused by:
    - Physical, psychological or emotional abuse or neglect; or
    - Sexual abuse or exploitation; or
    - Domestic or family violence; or
    - Student bullying; or
    - One's own actions.

  Staff and volunteers are required to refer to the *Children, Young Persons and Their Families Act 1997* (Tas) as mandated reporters of child abuse and neglect.
- Staff and volunteers must immediately report any conduct that may constitute reportable conduct under the C*hild and Youth Safe Organisations Act 2023* (Tas) and fully cooperate with any investigation.
- Staff and volunteers must actively seek to maintain a physically safe teaching environment for students in accordance with the *Work Health and Safety Act 2012* (Tas).

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Psychological harm

- Staff and volunteers must not behave in ways that a reasonable person would consider to be offensive, intimidating, humiliating or threatening. Such conduct might include but not be restricted to: targeting students with unfair and continued criticism; making excessive or unreasonable demands of others; and the making of, either oral or written (including electronic communication), derogatory comments to students, parents, work colleagues or the general public. Should such unacceptable behaviour occur, then all recipients of such behaviour have recourse to the processes contained within the school's Complaint's Management Policy and Procedure.

Physical contact with children and adults

- Staff and volunteers must not engage in conduct that could physically harm a student or another adult, and this should be noted especially in cases involving disciplinary action.
- Corporal punishment is prohibited at the School.
- 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 that the physical intervention is to prevent harm or further harm to students and that the staff and volunteer seeks to avoid inflicting physical harm where possible. The physical intervention would need to be proportionate to the circumstances.

Sexual conduct

- Staff and volunteer interactions with students must be, and be seen to be, professional and appropriate at all times.
- Staff and volunteers must not attempt to sexualise a relationship with a student. To do so is a breach of trust, an abuse of authority, professional misconduct, unethical, inappropriate, and potentially criminal. Failure by the other person to reject such conduct does not necessarily imply meaningful consent because, in law, a minor cannot provide legal consent.
- Staff and volunteers 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, staff and volunteers must not enter into unauthorised electronic communication with students.
- The following behaviour constitutes either misconduct or sexual misconduct:
    - Unwarranted and inappropriate touching of students;

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- 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 in 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 to students of sexual behaviour of others including display of pornographic material;
- Flirtatious behaviour directed at a student;
- Dating a student;
- Spending significant time alone with a student other than to perform one's professional duties, or without other reasonable explanation; or
- Expressing romantic feelings towards a student in any way.

- 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 leading them to believe 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 the accepted 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 accidental touching; or
  - Engaging in inappropriate, personalised forms of communication.
- Staff and volunteers must discourage and reject any advances of a sexual nature initiated by a student. Should such a situation arise then staff and volunteers must report such

instances immediately to the Campus Principal to assist in preventing repetition and avoiding subsequent allegations. Allegations will be investigated thoroughly and may involve the Police.

- Staff and especially teachers, should have read and understood the Teacher's Registration Board of Tasmania's guidelines in relation to professional boundaries – Professional Boundaries - Guidelines for Tasmanian Teachers.

Discrimination and harassment

- It is the responsibility of each staff and volunteer to ensure that no student or adult is discriminated against on the basis of age, disability, family responsibilities, gender/sex/sexual orientation, irrelevant medical/criminal record, marital/relationship or parental status, political/industrial belief or activity, pregnancy, race/ethnicity, or religious belief/activity.
- Staff and volunteers are committed to providing workplaces free of all forms of discrimination, victimisation and harassment. Common types of harassment include:
    - Intimidatory harassment;
    - Bullying; and
    - Sexual harassment.
- Staff and volunteers must not discriminate against, victimise or harass any colleague, fellow volunteer, student or parent, nor discriminate in how services are provided to the community. All staff and volunteers have the responsibility to act fairly and evenly towards other staff, volunteers, students and the general public in accordance with OSG policies and relevant legislation including the *Anti-Discrimination Act 1998 (Tas)*, *Equal Employment Opportunity Act 1987* (Cth), *Sex Discrimination Act 1984* (Cth) and *Disability Discrimination Act 1992 (Cth).*
- Discrimination, victimisation or harassment will not be tolerated and will be dealt with in accordance with existing policies. It should be noted that following the receipt and thorough investigation of an allegation of discrimination, victimisation or harassment against an individual, there is the potential for the laying of criminal charges in cases where the allegation has been sustained.

Use of tobacco, alcohol, other drugs and medication

- Smoking is not permitted in school facilities and grounds. Similarly, smoking is not permitted whilst staff members have direct responsibility for or contact with students.

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- Staff and volunteers have an occupational health and safety obligation, in accordance with the *Work Health and Safety Act 2012* (Tas), to ensure that their use of alcohol and drugs, whether illicit, prescribed, over-the-counter or prescribed as medication, does not adversely affect their work performance or endanger the health and safety of others.
- The illicit use of drugs at any time within a professional context, particularly in association with the supervision of students, is strictly prohibited.
- Staff and volunteers suffering from a drug or alcohol problem that adversely affects their work performance must actively seek professional assistance to correct the problem.
- Staff and volunteers must not provide students with alcohol and must not encourage or condone the illegal use of alcohol (including underage drinking) or the excessive consumption of alcohol.
- Staff and volunteers should reasonably endeavour to avoid direct social contact with students where student consumption of alcohol or the illicit use of drugs occurs.
- Staff and volunteers must not consume or be affected by alcohol and/or the illicit use of drugs in any circumstances where they are responsible for students. This includes excursions and other such activities.
- Staff and volunteers' consumption of alcohol is generally not permitted at any activity or event where students may be present such as fairs, barbecues, graduations and the like. However, in special circumstances where school authorities have authorised the serving of alcohol, have secured any required licensing approvals or permits as necessary and have set aside a clearly defined area for such purposes, the limited consumption of alcohol may be permitted.

At the request of parents/guardians and with the agreement of appropriately trained staff, staff are authorised to administer prescribed medications in accordance with school-based policies and procedures. Staff must not provide students with non-prescribed medications or over-the-counter drugs without the appropriate authorisation of the parent/guardian or a medical practitioner, nor encourage or condone student illicit use of drugs

Conflict of interest

- A conflict of interest may exist when a staff member's or and volunteer's private interests have the potential to interfere with the proper performance of their work duties. 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 Campus Principal or the Board of OneSchool Global Tasmania.

- It is understood that situations may occur where staff and volunteers are working with family members or with persons with whom they develop close personal relationships. Where such relationships exist between staff and volunteers or with prospective staff, then the potential for conflict of interest should be noted.
- As a general principle, all staff 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 or family relationship should not constitute a bar to the employment, promotion, granting of tenure or transfer of any individual.
- Staff should be aware that private part-time employment including tutoring which conflicts with, or compromises, employment with the School, may give rise to a conflict of interest. Staff should seek prior approval from the Campus Principal for any such employment.
- Staff should be aware that receipt of gifts from those considered as part of the broad client base of the organisation (e.g. students/families in a school setting) may present the potential for a conflict of interest.
- In many cases only individual staff or volunteers themselves will be aware of the potential for conflict. The onus therefore is on the individual in these cases to notify the appropriate supervisor of this potential.

Privacy and confidentiality

- As a staff member or volunteer of the School, you may be entrusted with access to sensitive information in order to carry out your duties.
- Staff and volunteers must ensure that confidential, private and sensitive information is handled carefully and that the integrity of such information is maintained at all times in compliance with relevant privacy legislation.
- In accordance with the School policy, a staff or volunteer must not, after leaving employment or engagement with the School, use confidential information obtained during the course of their duties for personal or professional purposes.

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School ICT

- Staff must comply consistently with the current school ICT policies including all procedures and guidelines. In particular, students must not access staff computers. As per the Personal Device Use Policy, non-school issued computers/devices should never be used for any teaching related activities. Personally-owned devices including laptops and tablets should not be brought to campuses or used for school business. Staff should also make themselves aware of the school's Media Social Media and Public Commentary Policy, and Zoom Policy.
- Staff and volunteers must ensure that OneSchool Global resources are not used improperly. These resources include financial and material resources as well as intellectual, information, system and knowledge resources related to the work of the School. Work time is also a valuable resource that must be managed effectively to create productive outcomes. All intellectual property created by staff and volunteers in the course of their duties remains the property of the School.
- Staff and volunteers must ensure that all school equipment, resources, and consumable items are used appropriately for the work and business of the school. Limited and occasional private use of school equipment and resources may occur providing it does not adversely affect the performance of the staff's work duties, or the work duties of others, or the business or reputation of the school. Examples of where this might occur include:
    - Limited, occasional and brief private telephone calls;
    - Limited and occasional use of a photocopier and/or scanner; or
    - Limited and occasional use of computers, emails or internet subject to school policy on acceptable use by staff of ICT resources.
- Staff and volunteers must ensure that school equipment is maintained and used in accordance with the manufacturer's requirements, and that all use is both safe and legal.
- Staff and volunteers must have approval to use school equipment and resources off site for work purposes and must ensure that they are safely stored and secured.
- Staff and volunteers must ensure that they do not breach copyright law or licensing arrangements when copying any school property such as software, library and reference materials, or copying other property for school use.
- Staff and volunteers must not seek financial gain from work produced for the employer without the authorisation of the employer.

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- Staff and volunteers whose work duties involve purchasing or managing resources on behalf of the school must act within their delegated authority and comply with legislative requirements, policies and procedures for the purchase, use and disposal of any school resource.

Using school internet, intranet, electronic mail and other means of electronic communication

- Except for official purposes or in accordance with school policy, staff and volunteers must not use school resources, including phones, the internet, electronic mail systems, or other means of electronic communication for:
    - Accessing, storing, or transmitting words, images or other material that is illegal, sexually explicit, violent or that a reasonable person would find offensive (this does not include material that is part of a complaint, report or notification about alleged improper conduct of a person made in accordance with an authorised procedure);
    - Gambling;
    - Accessing chat lines not associated with work;
    - Transmitting inappropriate jokes;
    - Sending of inappropriate programs or mail;
    - What a reasonable person would see as excessive use of the internet; and
    - Unauthorised use of the school's email distribution lists.

7. ALLEGATIONS AND BREACHES OF THE CODE

- Potential breaches of the Code of Conduct, including apparent breaches and allegations, will be dealt with in accordance with the principles of procedural fairness and natural justice. Potential breaches may be addressed in the context of established grievance policies or as detailed in appropriate school-based policies.
- Staff and volunteers should be aware that the relevant governing body may apply sanctions if the Code of Conduct is breached. Depending on the nature of the breach, various sanctions such as the following may be applied:
    - Appropriate warnings;
    - Counselling;
    - Actions as prescribed under the various award provisions;
    - Demotion;

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- Suspension;
- Dismissal; or
- Laying of criminal charges or civil action.

- Where appropriate, staff and volunteers my seek access to the dispute resolution processes according to the Complaints Management Policy and Procedure.

8. STUDENT VOICE

Students have unique perspectives on learning, teaching, and schooling, and should have the opportunity to actively shape their own education. Students have been actively involved in the development of this policy through consideration of their views, concerns and ideas.

OneSchool Global Tasmania will utilise its curricular and pastoral programmes to enhance student awareness and voice in policies that are particularly relevant to them.

9. IMPLEMENTATION

This Code of Conduct is supplied to every staff member as part of their employment agreement, and every volunteer as part of their volunteer agreement, and is also available on the School's website and OneSchool Global Hub for staff and volunteers.

10. ROLES AND RESPONSIBILITIES

Board of Directors

The OneSchool Global Tasmania Board is responsible for providing appropriate dissemination of the Code of Conduct as well as the timely in-servicing of all staff and volunteers.

Campus Principal

The Campus Principal in conjunction with the Chairman of the Board is delegated with the responsibility of ensuring adherence to the Code of Conduct by all staff and volunteers.

Staff and volunteers

All staff and volunteers are required to uphold the Code of Conduct and agree to doing so when signing their Employment/Volunteer Agreement.

All staff and volunteers are responsible for reporting to the Campus Principal any identified breaches of the Code of Conduct.

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11. LEGISLATION

Child and Youth Safe Standards

Education Act 2016 (Tas)

Fair Work Act 2009 (Cth)

Child and Youth Safe Organisations Act 2023 (Tas)

Children, Young Persons and Their Families Act 1997 (Tas)

Registration to Work with Vulnerable People At 2013 (Tas)

Work Health and Safety Act 2012 (Tas)

Anti-Discrimination Act 1998 (Tas)

Equal Employment Opportunity Act 1987 (Cth)

Sex Discrimination Act 1984 (Cth)

Disability Discrimination Act 1992 (Cth)

Personal Information Protection Act 2004 (Tas)

Right to Information Act 2009 (Tas)

Teachers Registration Act 2000 (Tas)

12. VERSION CONTROL

Document Code	Date	Version No.	Nature of change
POL_TAS_ADM_Code of Conduct Policy & Procedure	11/2005	V1.0	Original creation
POL_TAS_ADM_Code of Conduct Policy & Procedure	08/2016	V2.0	Major updates
POL_TAS_ADM_Code of Conduct Policy & Procedure	02/2019	V3.0	New format and minor wording updated for SRB Reregistration
POL_TAS_ADM_Code of Conduct Policy & Procedure	07/2020	V4.0	New branding and on to new template, minor updates to wording to reflect current terminology.
POL_TAS_ADM_Code of Conduct Policy & Procedure	08/2021	V4.1	Included references to the Chief Operating Officer and added reference to Professional Boundaries: Guidelines for Tasmanian Teachers document.
POL_TAS_ADM_Code of Conduct Policy & Procedure	07/2022	V5.0	Changed document to be specific to staff and volunteers only.
POL_TAS_OP_Code of Conduct Policy & Procedure	07/2022	V5.1	Moved policy to new template.

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POL_TAS_OP_Staff and Volunteer Code of Conduct_V6.0	11/2026	V6.0	New policy template. Policy name change. Expand on scope. New section on Principles and Legislation. Updated old policy name references