

**Waitaria Bay School Board of Trustees Meeting**  
**14 March 2022**

Meeting opened at 09:05

**Present:** Chris Duckworth,, Laura Thompson, Emma Hopkinson-Young, Sam Jones

**Apologies:** Nil

**Minutes of the last meeting:** *Signed as a true and accurate record. Laura/Emma*

**Matters Arising:**

No matters arising

**GENERAL BUSINESS -**

- Laura to investigate using CSE for September BoT election
- Roll = 19 - Attendance is the highest in Marlborough

AoV in progress -will be ready for the April deadline for Auditor. To be approved at the next BoT meeting.

Charter time frame extended by MoE

**NAG 1: Curriculum -**

- Discussed -
  - Strategic Planning Goals
  - Student achievement to be based on Maths/Reading/Writing- target/priority students
  - EOTC Policy- Spontaneous review by BoT, shows no need for any changes

**NAG 2: Self Review and Documentation-**

- Discussed
  - *The trustees will undertake training at the beginning of each BoT meeting organised by Laura through STA modules. New Board members will undertake separate training on Governance and Management and other important modules as an introductory meeting before the first BoT meeting they attend. Chris/Emma*
  - School Docs review this term docs
  - Principal appraisal investigated and new regime to be undertaken involving Peorus Cluster
  - *Staff code of conduct approved sam/Emma*
  - Newsletter - feedback from a cross section of the community has identified that digital means of contact is preferred. Frequency amended to best suit the community needs and wellbeing of staff and students.

**NAG 3: Personnel-**

- Banked staffing P 25
  - Staff Usage 1.44
  - Entitlement 1.35
  - MoE Adjustments -0.09
  - YTD dollar value of staffing \$321
  - Required staffing to finish year on zero balance 1.35
- Discussed
  - In committee
  - RATS -MoE supplied for essential staff

**NAG 4: Finance and Property-**

- *The monthly finance report for January/February and payments within are approved by the Waitaria Bay School Board of Trustees. Sam/Emma*
- *The 2022 draft budget approved Chris/Laura*
- Also Discussed -
  - Budget items -caretaker, asset, 10yp awaiting MoE budget to finalise
  - SePE tool completed by Laura for property
  - Glenn Marfell to report on water supply
  - 5yp/10yp - ongoing with MoE. Jody from MoE chaired a property meeting with the advisor regarding our 10yp. This entailed site inspection and decisions on various aspects. Minutes of meeting to be sent by the advisor of decisions. Jody to fast track MoE finance people with our budget for 10ypp.

- **NAG 5: Health and Safety-**

- Discussed
  - DoC to investigate the safety of our water supply from local farm use.
  - Pool closure
  - Boundary fence
  - Speed of vehicles -30kph signs to be installed- Police, MDC, MRoad and Laura involved.

- **NAG 6: Legislation-**

- Discussed
  - Bus grant for Q1 from MoE to be paid soon-Laura awaiting confirmation from MoE/Bernadette.

**In-Committee(notes in secure file)**

**Principal's Report**

Tabled and discussed as above.

Also the following document December Financials(4),, Draft budget, March Agenda, Feb Minutes, Draft strategic plan 2022, 10yp property reports, draft Staff Code of Conduct, Draft OTJ Expectations and Assessment Map,

Meeting Concluded 11:00

**Waitaria Bay School- Staff Code of Conduct**  
**March 2023- March 2024**

Positive and professional behaviour is a critical part of the service we want to offer to our students and community here at Waitaria Bay School. The Board believes that the way we operate every day and the way we treat each other should reflect both our school's vision, and our commitment to each other and our children. We have spent a significant amount of time working together with professionals, the NZEI and NZSTA to put together a Staff Code of Conduct for Waitaria Bay School.

The Board is delighted with this Code of Conduct. It is a significant milestone for Waitaria Bay School - not only does it bring us into line with many other primary schools in NZ who already have a Staff Code of Conduct, we also believe it represents best practice in the education sector at this time. Our Code of Conduct will come into effect immediately. All Staff obviously have a copy of this code as it forms part of their conditions of employment, this document is also available via SchoolDocs.

The Board is fully committed to reinforcing, upholding and acting on this Code. It is really important to us that you, our community, know that the full Board stands behind this Code, and we will act decisively together to uphold any and every breach of its standards.

The Board will continue to reward innovation in teaching and learning to even further consolidate our focus on the positive. All of this should be seen in the context that at Waitaria Bay School we're all learners for life. Life-long learning is relevant to us all and we are taking meaningful steps to put that philosophy into practice and lead our children by example.

Yours sincerely,

Waitaria Bay School's Board of Trustees

**Waitaria Bay School March 2022- March 2024**  
**Staff Code of Conduct**

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## 2) Introduction

It is with pleasure that we present the Waitaria Bay School's Code for Conduct for all employees, as part of our desire, and indeed our obligation, to be a good employer.

We refer to "all employees" or "all staff" throughout this code. All employees/staff will be treated equally under this code. There is no favour or bias, or any exception made, for any employee for any reason, including, but not limited to their: role, title, qualification, experience, or position (tagged or untagged).

We are committed to treating all employees fairly and properly in all aspects of employment and also to taking all reasonable steps to maintain the wellbeing and safety of all whom we employ.

We are committed to striving to ensure that the conduct and behaviour of all employees at Waitaria Bay School reflects the school's values in our day-to-day lives.

Our Code of Conduct gives a clear basis for all employees to know and understand the minimum standards of conduct and behaviour required at Waitaria Bay School.

The standards set out in our Code are fully compliant with, and reflective of:

- [Our Codes Our Standards](#). Please ensure that you are familiar with these in their own right. This is important as these are a vital component of the performance appraisal of all teaching staff;
- The Teacher's Collective Agreement (NZEI) or your own collective agreement under NZEI (i.e cleaners and caretakers). Please note that consultation has occurred to ensure this is the case and that nothing in our Code in any way contravenes or negatively impinges on the conditions of the Collective Agreement; The Teaching Council's Code and Standards; and the NZCEO Code of Ethics.

Having a Code of Conduct for Waitaria Bay School embraces our governance and operational expectations, policies, and procedures that are of high quality and represent best practice.

Our Code of Conduct and its associated policies form part of the employment contract for all Waitaria Bay School's employees and as such requires compulsory compliance.

Our Code of Conduct is valid at all times and perpetually until it is varied in writing, and in consultation with staff. Any agreed amendments will then be specifically identified, and an updated version made available for all Waitaria Bay School's employees (via SchoolDocs).

We are confident that our Code of Conduct adds to the promotion and protection of all who continue to commit on a daily basis to demonstrate positive professional behaviour that reflects the significance of the job of providing a positive education to the students of Waitaria Bay School.

We look forward to continuing to work together with all employees of Waitaria Bay School, as always with our critical focus on our shared vision of students excelling through our school values.

Ngā mihi, Waitaria Bay School Board

## 3) Purpose of the Code of Conduct

The purpose of our Code of Conduct is to assist all staff to know and understand the minimum standards of conduct and behaviour expected of you as an employee of Waitaria Bay School. This reflects the basic requirements of professionalism, integrity and courtesy needed to ensure that we provide a quality education to our students, and that a pleasant and safe working environment exists for all employees and students.

The purpose of our Code of Conduct is also to give practical reality to the school's vision and values. Highlighting that at our school these are at the heart of all we do and guides us as we endeavour to provide our students with an excellent education.

#### **4) Coverage**

Our Code of Conduct applies to all employees of Waitaria Bay School, including permanent, temporary and casual employees. Our Code forms part of the employment contract and all employees will be treated equally under this code. There is no favour or bias, or any exception made, for any employee for any reason, including, but not limited to their: role, title, qualification, experience, or position (tagged or untagged).

#### **5) Principles**

Our Code of Conduct establishes three principles of conduct which all employees are expected to observe:

- a) You should fulfil your lawful obligations to your employer with professionalism and integrity.
- b) You should perform your official duties honestly, faithfully and efficiently, respecting the rights and wellbeing of Waitaria Bay School's students, school community and all other employees.
- c) You should not bring your employer into disrepute through your activities or comments, whether inside or outside school. Activities inside or outside the school are not likely to be acceptable if they:
  - damage the standing or reputation of Waitaria Bay School
  - interfere with the proper performance of your duties.
  - harm the wellbeing of students or colleagues.

The Code itself and the other documents referred to as part of it, effectively explain the expected behaviours and attitudes which define professionalism. In other words, professional conduct is not, in fact, a matter of opinion but is the requirement to adhere to the Teaching Council's Standards and Practices, the Conditions of Employment, the NZCEO ethics standards and Waitaria Bay School's code of conduct– all of which are mutually reinforcing. As such, disputes of definition are not expected to result from our Code.

#### **6) School Policies**

Our Code of Conduct should be read and adhered to in conjunction with all school policies, procedures and operating rules. The full set of school policies can be accessed through SchoolDocs.

In particular, staff should be very familiar with the following policies:

- a) Child Protection Policy;
- b) Health, Safety and Welfare Policy;
- c) Equal Employment Opportunities Policy;
- d) Cyber-Safety Agreement
- e) Te Tiriti O Waitangi

## **7) What is Expected of Everyone**

### **a) Shared Expectations**

Waitaria Bay School can operate effectively and provide a quality educational outcome when there is a shared expectation between the Board (as the employer) and its employees. This is a two-way commitment that benefits both the employer and employee when expectations are clearly established, understood and met.

Set out below is a summary of the expectations that Waitaria Bay School's Board, as the employer, has of you, and the expectations that you, as an employee, may have of Waitaria Bay School's Board.

### **b) Waitaria Bay School's Board Expectations of Staff**

Waitaria Bay School's Board expects you to:

- Work within the law with honesty and integrity;
- Comply with all lawful and reasonable instructions;
- Comply with the policies, procedures and operating rules of Waitaria Bay School;
- Work diligently and meet the requirements of your employment agreement;
- Respect the rights, dignity and wellbeing of other employees, students and the school community.

Any of the words used in our Code which may be considered to be subjective (such as integrity, faithfully, honestly, courtesy, efficiently etc) should be understood to represent both the common usage of such words (ie their use in day-to-day convention) and their standard dictionary definition.

## **8) Obligations of Waitaria Bay School's Board to Staff**

As a good employer, Waitaria Bay School's Board are committed to meeting the following staff expectations:

- A commitment to the spirit and principles of the Treaty of Waitangi;
- A commitment to the Values and Vision of Waitaria Bay School and its Special Character.
- Opportunities for equal employment, including recognition of:

-the aims and aspirations of Māori and ethnic or minority groups;

-the employment needs of Māori, Pacific Island, ethnic or minority groups, women, and people with disabilities;

- Impartial and open selection and appointment procedures;
- Fair rates of remuneration for skill, responsibilities and performance;

- An up-to-date job description that provides clear statements of your duties and your employer's expectations of you;
- Adequate training and equipment to perform your duties;
- Regular and appropriate feedback and communication on your work performance;
- Effective communication of information;
- A healthy and safe workplace, including one which acknowledges the importance of the wellbeing of all within it;
- Opportunity for the enhancement of your abilities;
- Freedom from harassment or discrimination in the workplace. Discrimination includes, any treatment based on gender, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation and/or socio economic status or any other bias;
- The availability of a supportive and confidential Employee Assistance Programme;
- Appropriate disciplinary and dispute resolution procedures.

## **9) Codes of Behaviour**

If you have any prior criminal convictions, you are required to inform the employer about them before accepting employment with Waitaria Bay School. If you do not disclose this information or are not truthful about it, disciplinary action could be taken against you and may lead to dismissal.

All employees must avoid any activity, either work-related or private, which could reflect badly on Waitaria Bay School, including in its relationships with the school community. This means that you are to inform the employer in writing if:

- 1) You apply for bankruptcy or become bankrupt;
- 2) Any criminal/ pending charges or convictions that may occur while you are employed at Waitaria Bay School are of such a nature that it would be inappropriate for you to continue to be employed in the same capacity. This may include, for example, charges that involve loss of trust between you and the employer, or charges that damage the reputation of the school.

## **10) Respect for Others**

While employed at Waitaria Bay School, all staff have a duty to treat all other employees, students, community members and the public with courtesy and respect. This means that all employees are expected to:

- 1) Ensure that any workplace relationships do not have a negative effect on work performance;
- 2) Respect the privacy of individuals when dealing with personal information;
- 3) Be non-judgemental and not harass or discriminate against anyone on the basis of their: Gender marital status, religious belief, ethical belief (which covers lack of a religious belief), colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation and/or socio-economic status or any other bias;
- 4) Not have or bring into the workplace any material that may be viewed as discriminatory, that is pornographic, or that is otherwise offensive to the employer, other employees, students, community members or the public;



- 5) Ensure at all times that language, including body language, is appropriate, non-offensive, non-discriminatory and upholds the values of our school.
- 6) Refrain from using mobile phones or any other devices (personal or owned by the employer) during meetings or other school activities, unless specifically required for the activity.
- 7) **Ensure that respect for others and their wellbeing is shown in all forums, inside or outside of school, including in social media, personal communications and any other reference to colleagues, students and the wider community.**

## 11) Standards of Conduct

### 11a) Professional Integrity

All employees are expected to identify with and have a commitment to the vision and values of Waitaria Bay School, and to demonstrate that commitment in the performance of their duties.

Employees should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, students, parents and other stakeholders, sets an example of this commitment. In all forums, including out in our community, electronic (social media) and all employees are therefore expected to:

- Actively and openly support Waitaria Bay School, even in cases where there may be disagreement about school programmes, policies or procedures;
- Show commitment to, and respect for, each other, the school, and for each other's well being. This includes, but is not limited to, refraining from being part of gossip, speaking negatively about each other/the school and/or, exhibiting body language that portrays a negative attitude to each other/the school. It also includes being welcoming, inclusive and positive towards each other's contribution;
- Understand that parents are primarily clients of the school and that at all times any personal relationships with parents need to reflect this professional relationship;
- **Actively represent Waitaria Bay School in a positive and professional manner, at all times.**

The Board expects all of its students to receive the highest possible quality of teaching and learning **within a positive, equitable and respectful environment.**

### 11b) Appearance and Dress

The way we dress provides an impression of the way we view our job. All Waitaria Bay School employees will:

- Dress in a clean and tidy manner;
- Ensure dress standards are appropriate for Health and Safety. Personal safety and that of others should not be affected by dress;

- Remember that they are role models for students and that their dress and appearance should at all times reflect this;
- Not dress in a way that could offend students, parents, colleagues, the wider Waitaria Bay School community or other stakeholders.

### **11c) Attendance**

All employees are expected to:

- Attend work in accordance with their contract of employment (for teaching staff refer section 2.10: <http://www.nzei.org.nz/AgreementDoc/PTCA.pdf>) and associated terms and conditions in relation to hours, days of work and holidays.
- In the event of illness or injury, ring the Principal prior to 7.30am to let them know that they are unable to be at school.
- Whenever possible, and within the control of the employee, make medical and dental appointments outside of working hours or during holidays. In special circumstances where this is not possible, absence needs to be discussed and agreed with the Principal.
- Follow Waitaria Bay School's Staff Leave Policy if time off is required for any reason other than personal illness;
- As often as possible and representing a reasonable balance between the need and desire for both personal time and to support and uphold Waitaria Bay School's special character, attend and take part in extra-mural activities such as social Friday's and school fundraising activities. The Employer will ensure that the number, frequency, timing and notice given of these occasions is reasonable.

### **12) Teaching Staff Accessibility**

The Board of Waitaria Bay School expects that teachers will be onsite and available to parents and colleagues between 8:30am and 3:30pm on their days of employment during term time unless requested leave is granted by the Principal.

The Board, as employer, trusts and fully appreciates that a teaching job regularly involves significant additional hours off-site to ensure the job of teaching is done properly and efficiently. We also believe that expected minimum hours of accessibility are necessary to:

- (i) Give certainty to our community as to the availability of teachers;
- (ii) Develop collegiality
- (iii) Ensure time for development of teaching and learning
- (iv) Enhance communication as a teaching team
- (v) Ensure contact hours are used for contact rather than being diverted for other purposes better suited to outside contact hours (for example non-urgent emails)
- (vi) Reflect that a full-time teaching position has the same expectations of any other full-time employment.
- (vii) Give effect to the collective agreement that "employees shall work such hours as may be reasonably required of them to enable them to properly fulfil their responsibilities as teachers whether or not such hours exceed 40 hours per week. The normal hours of work for employees should as far as practicable however not exceed 40 hours per week Monday to Friday."

The Employer delegates to the Principal the decision to allow flexibility in these hours on the basis that:

- (i) sufficient notice is provided;
- (ii) specific discussion is undertaken with the individual staff member;
- (iii) the decision reflects relative fairness in the application of this flexibility across all staff members (we would also hope that individual staff would take into account the fairness of their requests on other members of their team).

### **13) Professional Development**

All staff are expected to demonstrate a commitment to undertake valuable learning for the benefit of Waitaria Bay School and its students. To allow this to happen, and to give practical effect to section 2.10.3 of the Collective Agreement, teaching staff will attend up to 10 Call Back Days per school year (or the equivalent). The Principal will give at least one term's written notice of required Call Back days and will identify their focus. Teachers will also attend termly staff meetings, and where required, Cluster Meetings and Kāhui Ako (Communities of Learning) meetings.

The Principal and teaching staff will work together to decide the Professional Development focuses each year.

### **14) Safeguarding Children**

Our expectations are for all employees to:

- a. Read, understand and follow Waitaria Bay School's Child Protection Policy. This includes following the obligations to ensure that all contact with a student or their family meets the requirements of this policy, and to undertake a police check;
- b. Act in an open and transparent way that would not lead to any suspicion about actions or intent;
- c. Respect their duty to protect students from harm and to maintain professional boundaries;
- d. Refrain from developing or grooming any 'special' relationships with students that could be construed as favouritism (for example the offering of gifts or special treatment for specific students);
- e. Refrain from exhibiting behaviours with students, which may be construed as unnecessarily physical;
- f. Refrain from using inappropriate language in the presence of students;
- g. Refrain from expressing any discriminatory views against anyone including on the basis of gender, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation and/or socio-economic status, or any other bias;
- h. Not to have inappropriate online contact with students (including by social media, personal email, phone, instant messaging etc);
- i. Obtain the consent of parents or guardians prior to photographing or videoing a child and uploading media onto any social media site associated with Waitaria Bay School. At no time shall any images of students be shared via any staff member's private social media sites without such permission.

- j. Staff members should declare their relationship with any individual where this might cause a conflict with school activities, operations, policies or procedures.

Failure to make a relevant declaration of interest is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the Principal, the employer and NZEI.

## **15) Alcohol and Drugs**

All employees are expected to attend work without being impaired by alcohol or drugs.

If alcohol or drug usage impacts on an employee's performance, the Principal and/or employer has the right to discuss the matter with the employee and take appropriate action, including referral to the police.

Staff who are taking prescription medication or non-prescription medication that could impair them so that they can't safely perform their duties (including EOTC duties or driving a car, where relevant), must notify the Principal of this as soon as possible. So that they are able to accurately notify the Principal, staff are responsible for seeking advice from their health practitioner (e.g. doctor or pharmacist). Staff should seek advice as to the likelihood of impairment from their specific medication, how long they may be affected, what the effects (signs and symptoms) may be, and how any impairment should be managed in relation to their role. To notify the Principal, staff are not required to disclose detailed health information such as what medication they are taking or for what condition.

## **16) Conflicts of Interest**

### **16a) Conflict of Interest and Integrity**

All employees are expected to be honest, fair and impartial when performing their duties. This means that all employees:

- Should treat everyone fairly. No positive or negative bias should be shown to an individual student, other employee, community member or the public;
- Are not to approve anything that will result in expenditure in respect of themselves (e.g. travel expenses, a training course), unless this has been previously agreed in writing with the Principal;
- Will not lend money to, or borrow money from, or otherwise enter into financial relationships with, other employees or students. The amount of money lent or borrowed could imply indebtedness that could lead to a conflict of interest in formal work relationships;
- Must inform the employer of any involvement in, or any personal or financial interest or commitment to, any activity that may conflict, or could be seen by others to conflict, with the performance of your duties and/or the operations, policies, procedures or any other standards set by Waitaria Bay School. This includes situations such as, but not limited to: having a close family member, relation or partner working with you; when a member of your family or a person that you know enters into a professional relationship with the school. Under no circumstances

are you to become professionally involved, or in any way try to influence that relationship, or obstruct staff in performing their duties.

A financial interest or commitment includes:

- company directorships;
- shareholdings;
- offers of additional employment outside the school.

Some employees, such as teachers, are required to abide by a professional Code of Ethics. These employees must inform the employer if there are any conflicts between their professional Codes of Ethics and the duties they are directed to perform;

All employees must consult with the employer before taking up other paid employment where that other paid employment could conflict with the performance of their duties at Waitaria Bay School

All employees should speak to the employer if unsure whether a particular situation is, or could be seen to be, a conflict of interest.

### **16b) Participation in Public Bodies or Voluntary Associations**

All employees must inform the employer if participating, or intending to participate, in a public or voluntary organisation, where there are actual or potential conflicts between your responsibilities and duties as a Waitaria Bay School employee and your responsibilities and duties to the other organisation.

Where it is considered there is a potential conflict of interest, appropriate arrangements will need to be made to avoid or resolve the conflict.

For example:

-It could be interpreted as a conflict of interest if you are a member of (or plan to become a member of) or have a family involvement in a trust or community organisation which is funded by or otherwise linked to the employer or Waitaria Bay School;

-If you intend to stand for Parliament, as is your right, you must nonetheless discuss this with your employer, to arrange leave. (This will commence at an agreed date, as per the Electoral Act 1993.)

### **16c) Gifts and Rewards**

No employee may seek any form of reward (including gifts, favours, prizes or fees) for performing the duties of their employment. Gifts or rewards can be seen as bribes or inducements that put you under an obligation to someone other than the employer. While it is acceptable to receive a gift of a low value, if you are offered any form of reward or gift valued at \$100.00 or more, you should inform the employer who will decide the appropriate response, and include it on the gift Register.

## **17). School Assets**

### **17a ) School Premises, Equipment and Communication**

School equipment and systems are available only for school-related activities and should not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Principal acting on behalf of the employer.

Waitaria Bay School's Cyber-Safety Agreement, and SchoolDocs policies and procedures, identify the specific terms of use of school assets as well as the requirements governing the protection of students and staff in association with the use of those assets.

These should be read in conjunction with this Code.

## **18) Public Trust & Confidence**

### School Networking Websites

- Employees must act in the best interests of the school and not disclose personal data or information about any individual, including other employees and/or students;
- Access to school networking websites may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made against any individual or group of individuals at, or related to, Waitaria Bay School.

## **19) Data Protection**

All employees are required to collect, maintain and dispose of sensitive or personal data in the school's destruction bin;

Employees should not disclose sensitive information about the school or other employees, to other parties;

Employees have the right to request access to data that is held about them and such requests should be made to the employer.

## **20) Internet & Data Protocol**

The open and free exchange of information, knowledge and resources, and the collaborative production of copyright works that are made freely available allows our students' access to a wider range of high quality learning resources and materials than would otherwise be possible.

Learning resources and other materials created by school staff in the course of their employment are an important asset and form a large part of the school's intellectual capital.

The Board of Trustees holds first ownership of copyright of works produced by the Board's employees in the course of their employment under section 21(2) of the Copyright Act 1994 (NZ).

Waitaria Bay School Board delegates to the Principal the responsibility to

- Apply by default a Creative Commons Attribution Licence to all teaching materials and policies in which the Board of Trustees of the school owns copyright.
- Apply a Creative Commons Attribution licence to other copyright works, aside from those described in (2a)
- Transfer to the original creator the copyright in created works licensed by the school under a Creative Commons Attribution or Creative Commons Share-Alike licence
- Ensure that all staff are aware of the terms and how it relates to teaching resources they develop in the course of their employment at the school.

- Does not make any claim over the ownership of copyright works produced by students. The copyright to these works remains with the creator.
- Recognises that this only applies to copyright works, and not to any other forms of intellectual property.
- Recognises that the copyright in works produced by an employee other than in the course of their employment by the Board of Trustees of the school remains the property of that employee.

Any documents, files or data that you intend to use outside of Waitaria Bay School that is owned by the school, while employed or after employment at Waitaria Bay School, you are required to seek written permission from the Principal for this use. This includes Professional Development documents, classroom notes etc. It is a breach of the Code of Conduct to copy any documents without written permission.

It is considered a breach of the Code of Conduct to erase or delete school files and documents that are the intellectual property of the school. Permission must also be sought to change or alter any documents in our school domain from the Principal, i.e any permission forms.

This breach includes deleting school files and documents that are stored in personal drives which must be saved to a central repository (school drive).

## **21) Official Information**

The disclosure or release of official information is subject to the Official Information Act 1982

Information related to Waitaria Bay School, its suppliers or the users of its services is to be treated at all times as confidential to Waitaria Bay School, and is to be used by employees for official purposes only.

All employees are subject to the provisions of the Privacy Act 1993

### **21a) Release of Official Information**

Official information must only be released by authorised employees, and only in accordance with the procedures as stated in the Official Information Act 1982. All employer instructions about the release of official information must also be followed.

Official Information is not to be released to the media or the public without the proper authorisation from the Board of Trustees.

***For example, staff may not remove or copy school documents or records for external use without approval from their employer. Official information can never be used for personal motives.***

## **22) Public Comment**

No employee should respond to requests from the media for comment on matters relating to the school. Only staff members authorised by the Principal should respond to media requests for comment on such matters. If the media makes an approach to you, inform your Principal in the first instance, so they can respond to the media request or delegate authority to do so.

## **23) Breaches of the Code of Conduct**

Our Code of Conduct describes the standards of behaviour expected of all employees. As outlined in our Code, behaviour or actions that are considered unacceptable by the employer may result in disciplinary action against the employee concerned.

All concerns about staff conduct are documented by the school, and managed through The Complaints procedure.

Concerns about staff conduct, in and out of school, are filed and kept for the Board "in-committee". Concerns about serious misconduct are investigated through the formal complaint procedure and advice is sought from appropriate individuals and agencies such as NZSTA, insurance companies, legal professionals, teacher unions, and regional Ministry of Education staff.

The Ministry of Education defines serious misconduct of staff as conduct that, if proven, "would have the effect of wholly destroying the trust and confidence that the board has in that employee".

The Teaching Council provides more detail on the criteria for reporting serious misconduct. The school follows the mandatory reporting guidelines of the Teaching Council.

- Further information on the New Zealand Teaching Council's Code and Standards can be found at:

<https://educationcouncil.org.nz/sites/default/files/Our%20Code%20Our%20Standards%20web%20booklet%20FINAL.pdf>

- Further information on the Professional Standards for teachers can be found at <https://www.education.govt.nz/school/running-a-school/employing-and-managing-staff/collective-agreements/primary-teachers-collective-agreement/schedule-3-interim-framework-of-professional-standards-for-teachers/>

### **Acknowledgement of Receipt of and Commitment to Code of Conduct**

I \_\_\_\_\_ (name)

acknowledge that I have received a copy of the Code of Conduct and have read its contents.

I am committed, at all times, to ensuring my conduct meets the standards as set out in this Code, to the best of my ability.

I understand that a breach of the Code may lead to disciplinary action as set out in the code.

Signed

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Date \_\_\_\_\_

(Please sign and date this page and the Principal will photocopy it for you to keep with this Code of Conduct. The original will be kept on your file)