



crusoe
COLLEGE

STAFF HANDBOOK 2017

Students at Crusoe College will be equipped with the essential skills and resilience that will enable their transition to education, the workforce and beyond. They will be self-confident and active members of the community, showing emotional intelligence and awareness of others in the world around them.

RESPECT

HONESTY

INTEGRITY

TRUST

TABLE OF CONTENTS

This Handbook is in alphabetical order for quick reference

Absence from the college	3	Performance and Development	10
Accident Reports	3	Personal Possessions	10
Advisors / Advisory	3	Photocopying	10
Assessment and reporting	4	Positions of Responsibility	10
Bell times	4	Private Vehicles, use of	10
Bulletins	4	Professional Learning	10
Calendar	5	Punctuality and Hours of Attendance	11
Camps and Excursions	5	Restorative Practices	11
Canteen	5	Roll Marking	12
Car Parking	5	Room Changes	13
Compass	5	Social Media	13
Computer Network	6	Staff List	14
Consultation Processes	6	Staff signing out	14
Displays	6	Strategic Plan	14
Dress Code	6	Student Diary Years 7 & 8	14
Duty of Care	6	Students Out of Class	14
Email	6	Student Uniform	14
Emergencies	7	SWITCh	14
Emergency Management Plan	7	Telephones and Telephone Numbers	15
Extras	7	Timetable	15
Global Learning Centre (Library)	7	VIT (Victorian Institute of Teaching)	15
Harassment and Bullying Policy	8	Wellbeing	15
House System	8	Yard Duty	15
Induction	8		
Integration Students	8	<u>Appendices</u>	
Keys	9	Appendix 1: Organisation of a Camp, Excursion, School Event of Fundraising Activity	16
Leave	9		
Lockers	9	Appendix 2: Email Etiquette	19
Maintenance Requests	9	Appendix 3: Staff and their roles	21
Meetings	9	Appendix 4: Student Dress Code	23
Mobile Phones	9	Appendix 5: Code of Conduct (VIT)	24
Newsletter	9		
Occupational Health and Safety	9		
Pay Slips	9		

ABSENCE FROM THE COLLEGE**PLANNED ABSENCE**

If you know that you will be absent due to attending an excursion or a professional learning activity, or if you know you have a medical appointment, you are required to contact the Daily Organiser before the day (at least 5 days in advance where possible) to confirm your absence will be covered. It is your responsibility to leave meaningful work for your class to complete in your absence on Compass. Ensure you fill in the Teacher Notes; Lesson Plan and Class News Feed sections. The statement “Students have work to go on with” or “See *name of teacher*” are not acceptable. More details must be provided. Practical classes are only to be left if a qualified subject specific teacher is available to take your class.

The screenshot shows the Compass interface for a teacher named Richelle HOLLIS. It includes a profile picture, name, and email address. There are also icons for various classroom resources like a projector, printer, and speakers. The interface is divided into sections: Teacher Notes (with a text input field), Lesson Plan (with buttons for 'Create New Page' and 'Choose Page from Class Resources'), and Class News Feed (with a text input field).

UNPLANNED ABSENCE

Ring the Daily Organiser prior to 7:30am on 0409 555 768.

If possible, write your class instructions on Compass, otherwise instructions can be given over the phone.

On your return to the college, complete the yellow form which will be placed in your pigeonhole and return it to Carol Anderson within five working days. Where necessary, attach the appropriate supporting information (doctor’s certificate, funeral notice etc.)

ACCIDENT REPORTS

If you or one of your students is injured, you need to complete an accident report form that is available from the General Office.

ADVISORS/ADVISORY

The Advisor is a key person in the development of respectful relationships within the college between students and staff. They should know each of their students and be proactive in ensuring that they are given the opportunity to succeed in their studies whilst at Crusoe College. Advisors meet with their advisories for 20 minutes each morning; 9:00 am to 9:20 am.

The daily duties of the Advisory Teacher are:

- Record attendance each morning.
- Have students check their Compass online
- Read the Student Bulletin
- Monitor the students’ “Ready to Learn” behaviours each day (BYOD, Uniform, being on time etc.)
- Communicate concerns and queries to the Community Leader.

The Advisor should ensure that appropriate communication between the college and the parent/guardian is occurring on a regular basis and as needed. Some examples of this contact are; Parent-teacher-student interviews, Student Support Groups meetings (SSG), and absences. Time has been set aside in the meeting schedule for Advisory Teachers to make contact with families, either by phone or email.

The following is a table of the Advisory classes and respective Advisory Teachers (main teacher) in each community.

Yates		Dyson		Ipsen		White	
CL	Craig Kelly	CL	Carole Waterson	CL	Sam Mills	CL	Colin McGregor
CA		CA	Harry Symons	CA	Alistair Sharp	CA	Kane Cook
8B	Peter Scott	7C	Steve Crouch	7E	Julie Stephenson	7G	Drew Roberts
9A	Kaylene Matotek	7D	Sharon Marchingo	8E	Georgina Gibbons	7H	Katie Riddington
9B	Josie Harris	8C	Melissa McConville	8F	Iain Stewart	8G	Ellen McGrath
10B	Chris Musk	8D	Kristina Tulen	9E	Sandrah Lowenthal	9G	Jenni Hillman-Kaye
		9C	Lydia Poljak	9F	Jill Clapham	9H	Alex Pederick
		10C	Angelo Giofrelle	10E	Gary Mullens	10G	David White
		10D	Steve Weld	10F	Jane Rousch		

ASSESSMENT AND REPORTING

A handout is circulated to staff prior to the commencement of report writing.

Reports are the culmination of a semester's work by each of the students in your class. All reports are written using Compass and the comments are derived from the comments teachers write for each student's Key Assessment Task (KAT). Reports contain information as to what has been achieved over the semester and are a formal document, which goes home to parents. As such, they are a reflection of your professionalism and you should treat them accordingly. Parents and students have a right to reports, which therefore must contain accurate information as to achievements gained as well as suggestions for further improvements. You should ensure that your report comments are positive but at the same time truthful. If improvement is needed than positive comments about how this can be achieved is required.

If you are uncertain or need help with the development of your comments for your KATs refer to your Domain Leader, the Curriculum Leader, the Assistant Principal or other colleagues.

BELL TIMES

Monday to Friday

9:00 – 9:20	Advisory
9:20 – 10:30	Session 1
10:30 – 11:40	Session 2
11:40 – 12:25	Lunch
12:25 – 1:35	Session 3
1:35 – 2:00	Recess
2:00 – 3:10	Session 4

BULLETIN

STAFF BULLETIN

Each day a staff bulletin is produced and is available to you on Compass each day. Students **MUST NOT** have access to the staff bulletin as it may contain confidential information. You will also review the student's bulletin at the same time.

STUDENT BULLETIN

The bulletin should be read during Advisory each day.

If you wish to have an item placed on either Bulletin for the next day, email the notice to Colleen Biggs by 12 noon. Notices will not be repeated over the PA.

CALENDAR

You can find the college calendar on Compass and this should be downloaded regularly as new information is added by Colleen Biggs in the General Office. There is also a Term Calendar in the Staff Room which is updated regularly. It is important that any events being organised are done as early as possible so that other staff can incorporate the interruptions into their planning.

CAMPS AND EXCURSIONS

All camps and excursions need to be well organised. There is a policy for both events which can be accessed on *SharePoint and Compass* along with the approval forms. The Excursion Approval form has three sections; the details of the excursion, financial considerations and a handy checklist. All camps and excursions must be entered onto Compass for proofreading of information and approval. All camps and excursions must have a comprehensive Risk Assessment form filled in and given to Richelle Hollis. Camps and excursions are not able to go ahead, unless a Risk Assessment has been completed. All overnight camps and activities must have School Council approval, and therefore all documentation must be submitted at least 6 weeks prior to the event. If you are unsure as to how to use Compass to organize a camp or excursion, please see Gwenda Pratt, who will take you through the basics. Please see Appendix 1 for approval processes and a flowchart on how to organize a camp or excursion.

It is critical that you also read and incorporate the necessary actions as stipulated in the Anaphylaxis policy for both events. This policy can also be found on *SharePoint*.

CANTEEN

Jo Fairbank is the Canteen Manager. The canteen is open at lunchtime, recess and after school. Please note: The canteen will close before the end of lunch time. Students wishing to order lunch must do so before school (8:30am – 9:00am) at the canteen window. Jo will inform staff early in the year as to how she would like staff to order their lunch.

CAR PARKING

The College **does not** carry insurance to cover any loss or damage associated with motor vehicles. Consequently, no responsibility can be taken for damage to vehicles parked on site.

Staff choosing to park in Olympic Parade must take note of the parking restrictions.

COMPASS

Compass is an online, web-based, communication and monitoring system which allows teachers, parents and students to monitor a student's academic progress and social wellbeing. Please see a member of the ICT team if you do not have an icon on your desktop that allows you easy access to this program or if you are unsure as to how to access it. Staff are also able to identify if a student is receiving support from one of our Wellbeing Team members and if so, who the support person is. Staff are able to access Compass from school and at home. Crusoe College uses Compass to:

- Mark the roll
- Record incident reports, out of uniform, (Student Chronicle)
- Access basic level student contact and medical details
- Access the timetable and class lists (staff and student)
- Communicate with parents and students via the email service
- Post and record Key Assessment Tasks for students
- Book Parent Teacher Interviews
- Leave instructions for extras

COMPUTER NETWORK

BYOD: Each student is expected to bring their own device. A list of recommended devices is provided to parents and is also available on our college website.

BOOKING OF COMPUTER ROOMS: Staff wishing to book their class into a computer room can do so using Compass. Please note there are scheduled times that English and Maths staff will have as priority in order to complete On Demand testing in Literacy and Numeracy.

TEACHER COMPUTERS: Computers are provided by the government at no cost to staff members. If you are not already a recipient of the DET notebook scheme, you will be provided with a loan machine until your machine arrives. If you have been issued with a computer at a previous school, please see the technicians to have it configured to the Crusoe College Network.

CONSULTATION PROCESSES

The core purpose of the consultative committee is to practise open, genuine and effective consultation with all staff which in turn will facilitate the development of a learning community and improve student learning via the implementation of the Victorian Government Schools Agreement (VGSA 2013) and any subsequent agreements. Staff should feel comfortable in forwarding issues or concerns to the Consultative Committee in the understanding that their views will be treated with confidentiality and respect

You may access the VGSA 2013 online version at <http://www.education.vic.gov.au/hrweb/Documents/VGSA-2013.pdf>

COMPOSITION

The Consultative Committee will include:

- The Principal
- Two Principal nominees
- Two staff representatives
- Two union representatives
- An ES representative if they are not represented in the staff or union representation

Elections that will take place annually in March of each year.

Committee must have a quorum of two thirds to meet.

DISPLAYS

Please refrain from placing any displays on glass areas in the communities (windows, doors, glass panels in offices). It is important that we maintain the sense of 'open communities' that the design had at its heart. When putting up displays, please refrain from using sticky tape and use blu-tack instead.

DRESS CODE

Teachers and Education Support Staff uphold high professional standards. We are role models for our students and appropriate clothing and neat personal appearance is essential, as it also affirms the public accountability of the teaching profession. Additionally, it promotes respect and public confidence in the teaching profession. Appropriate safety clothing and/or footwear may be essential depending on your Learning Area.

DUTY OF CARE

In addition to their professional obligations, principals and teachers have a legal duty to take reasonable steps to protect students in their charge from risks of injury that are reasonably foreseeable.

Please read the policy titled, *Duty of Care* that can be found on *SharePoint*. It is important that all staff members are familiar with this document.

EMAIL

All staff have an email address provided to them through the Department's Edumail system. See Rob Cameron to get your address and password if you do not already have one. You are expected to regularly check your

email for important DET and College communication. Email communication within staff and with our parent community needs to be courteous and professional.

Staff are reminded that all email are DET property, and may be retrieved by DET in the case where inappropriate emails have been sent. This also includes emails you may have deleted from your account. For further information regarding Email Etiquette, see Appendix 2 at the end of this handbook.

EMERGENCIES

For medical emergencies, contact the General Office by dialing 9. The General Office will then call 000, and also notify the student's parents / carers.

For all other emergencies, contact either the General Office, Assistant Principal or Principal who will determine if the college's Emergency Management Plan needs to be enacted.

EMERGENCY MANAGEMENT PLAN

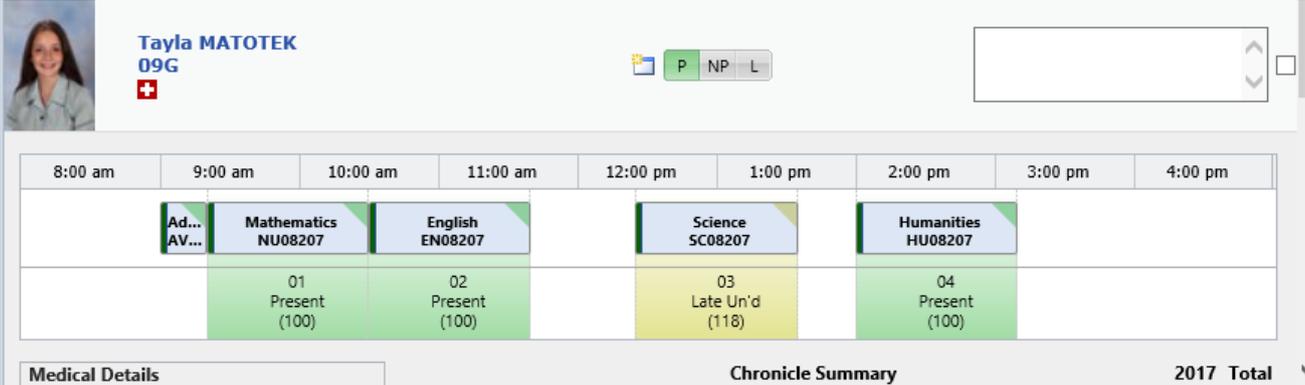
The college has an up to date Emergency Management Plan registered with DET. The college's Evacuation Procedures document will be updated and emailed to all staff at the beginning of each term, and an updated copy along with a checklist will be placed in the red Operations Warden Instructions clipboards located in each building.

EXTRAS

COVERAGE OF CLASSES

Extras and accompanying information are generally updated on Compass by 8:30 each morning. It is every staff member's responsibility to check their Compass schedule daily for extras. Details of where to collect the requisites for the class will also be communicated to you electronically. Concerns about Extras should be directed to the Daily Organiser, Wendy Mapperson on extension 206. Extras will be allocated according to the V.G.S.A (2013).

Students who have a medical condition have a red square with a white cross next to their name.



8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
	Ad... AV...	Mathematics NU08207	English EN08207		Science SC08207		Humanities HU08207	
		01 Present (100)	02 Present (100)		03 Late Un'd (118)		04 Present (100)	
Medical Details			Chronicle Summary				2017 Total	

COVERAGE OF YARD DUTY

The Yard Duty extras are placed as a PDF file on Compass daily. In accordance with DET's Duty of Care policy, each staff member has a responsibility to check if they have a Yard Duty extra. Unfortunately these cannot be placed on Compass, and the document must be checked daily.

GLOBAL LEARNING CENTRE (Library)

Sharon Marchingo, the Head of the Global Learning Centre, is assisted by Susan Groom. The Global Learning Centre offers the following support to staff and students:

The centre is open daily from 8.45 am – 4.00pm

Lunchtimes are available for students to pursue a range of activities.

Staff are welcome to use the space for extra curricula activities.

The GLC is available for class bookings both within the space and the multi media room. These bookings must be made in advance and details listed in the booking sheets that are kept in the GLC office. Bookings for DVD's and other technical equipment can be made in the GLC booking sheet. The GLC offers resource collation and information skills sessions upon request. We offer focused Inquiry Learning Skills to small groups of students as negotiated with GLC staff. All books and AV equipment need to be brought to the GLC for cataloguing to ensure equitable access of resources.

HARRASSMENT AND BULLYING

Responding to incidences of harassment and bullying is the responsibility of all staff. Whether you have witnessed bullying or harassment first hand between students or have had it reported to you by another teacher or student you have a responsibility to act.

Bullying and harassment by staff toward other staff members needs to be reported promptly to the principal class for immediate action, support and follow up.

For Harassment & Bullying of students - staff response: Follow the Safe & Orderly Environment Policy which can be found on SharePoint.

Follow up with students and listen attentively. Make sure the students realise that you will not let the incident pass. You will need to submit the details on the online Student Management Tool and this will be followed up by the Community Leader.

The Advisory Teacher, Community Leader or Wellbeing staff member will:

Inform parents of victim/s and perpetrator/s. It is important to explain the College Policy and how it mirrors the laws that are designed to protect us from assault, harassment and discrimination and that we have the best chance to eliminate bullying and harassment when communities work together.

Meet separately with the perpetrator and the victim. If appropriate work through a no blame restorative conference and establish an agreement between both parties.

Work through Safe and Orderly Environment: Being Respectful, Reasonable and Responsible.

Follow up with and monitor students as required.

If bullying is occurring in the classroom, plan a classroom restorative conference with the classroom teachers.

HOUSE SYSTEM

The College has four houses – Dyson, Ipsen, White and Yates that were named after the first prefects when the College was established. All students will have the opportunity to be involved in House Sporting Activities in Swimming, Athletics and Cross Country. Students are allocated to houses on the basis of their advisory group. Each staff member is also part of a community and hence house.

INDUCTION

New staff will participate in an induction session. Staff new to teaching will be allocated mentors to support them in their first year at Crusoe College. Staff new to the college, but not teaching, will be allocated a "buddy" to assist them with any processes and queries they may have.

INTEGRATION STUDENTS

Due to a number of students who receive PSD (Program for Students with a Disability) funding, the college has employed a number of Integration Aides to support these students with their respective learning difficulties. Information regarding these students is available from the Wellbeing Leader, Debbie Spencer-Jones. If you require assistance in regards to implementing strategies on modifying your teaching program for these students, please seek the assistance of Debbie Spencer-Jones. Reporting at the end of the semester will need to reflect if a modified course or alternate program has been provided for these students.

KEYS

Staff keys will be issued by Carol Anderson. If you need a key to a particular room temporarily, see Carol Anderson. **All Community Learning Areas MUST be locked when not in use in order to limit damage and access.** The Principal, Assistant Principal and Carol Anderson have master keys and can assist you with access. Staff needing access to the College after normal hours will need to obtain a **security fob** by discussing the situation with the Principal or Assistant Principal.

LEAVE

Contact the Principal in writing if you wish to apply for long Service Leave, Leave without Pay (LWOP), Maternity or Family leave.

LOCKERS

All students are issued with a locker, which are located in Learning Communities. These are grouped according to advisory. Groups are located in specified areas around the college. Bags must be placed in lockers and not taken to class as they are a tripping hazard.

MAINTENANCE REQUESTS

If you become aware of anything that may need repairing, such as broken doors, chairs or lockers, please contact Carol Anderson to inform her. She will determine the level of urgency with which it needs to be followed up, and then let Daryl Lowndes know.

MEETINGS

The meeting schedule is negotiated and endorsed by the Consultative Committee each term. Meetings are held from 3:30pm – 4:30pm. Attendance at meetings is compulsory and any staff who are unable to attend a scheduled meeting are required to inform the Principal or Assistant Principal prior to the meeting. Staff who do not attend, and have not informed the principal level staff will be followed up and considered LWOP. Staff are expected to make personal appointments after scheduled meetings and to avoid making parent appointments during expected compulsory meetings. Staff are encouraged to enter the meeting dates into their Outlook Calendar to help keep track of meeting commitments.

A Staff Briefing is also held each Monday from 8:45am in the staff room.

MOBILE PHONES

Mobile phones and devices are to be switched off during class time unless otherwise directed by the classroom teacher. If mobile phones and/or devices are used inappropriately during class time, they will be confiscated by the classroom teacher. The security of mobile phones / devices is the owner's responsibility. This also applies to staff mobile phones and devices.

NEWSLETTER

The newsletter is issued every two weeks via email to parents and staff. Printed copies of the newsletter are available the General Office for students and parents who do not have access to email. Staff wishing to place items in the newsletter will need to do so by the Tuesday of the week of the publication. Articles need to be given or emailed to Colleen Biggs in the General Office. A reminder will be placed on the Daily Bulletin to assist staff in meeting these deadlines.

OCCUPATIONAL HEALTH AND SAFETY

An OH&S Committee is established each year and membership is extended to all staff. The OH&S Committee meet once a term.

PAY SLIPS

Pay slips are available through Employee Self Service on EduPay. If you have any problems with pay, see Carol Anderson or the Principal.

PERFORMANCE AND DEVELOPMENT

All staff are expected to participate in an annual performance and development process. The process is collegiate based and individuals are supported through the process by their Learning Community team members. Educational Support Staff are included in the process. The Performance and Development templates are able to be downloaded from SharePoint and the DET website.

Each staff member:

- Develops a professional learning plan based on their classification.
- Sets a minimum of four goals for themselves based on the areas of Professional Knowledge, Profession Engagement;
- Attends three meetings per year to share and discuss their plan with their team colleagues.
- Reviews their plan and goals for the following year.
- Submits their completed plan to their designated P&D Leader before the end of the year which details the progression of their goals and professional learning against DET's Professional Standards.

PERSONAL POSSESSIONS

The College does not carry insurance cover for personal valuables damaged, lost or stolen at school. Unfortunately, no responsibility can be taken for loss or damage to personal property brought onto the college site. Staff are advised to keep their valuable items locked away and out of sight or at the General Office. Laptops should be secured at all times at school and when being transported to and from home.

PHOTOCOPYING

A photocopier is available to staff in the Learning Communities. A larger photocopier/printer is available in the Print room in Building B. A record of staff printing and photocopying is tracked by our print management system, PaperCut. All copiers also act as printers. To copy or release a print job, staff will need to type in their user name and password. All printed / copied jobs will be charged to your respective area.

POSITIONS OF RESPONSIBILITY

In Term 4 each year, each staff member has the opportunity to nominate a particular position of responsibility that they will undertake in the following year. A list of positions and staff responsible will be made available to staff early in Term 1.

PRIVATE VEHICLES, USE OF

The use of private motor vehicles on official business **may** be approved by the College Principal or delegate. (Schools Reference Guide 4.10.6)

It is important that all staff ensure that they take appropriate action prior to using their own car on official college business. E.g. transporting of students and staff. It is **mandatory** that:

- The vehicle is registered
- The driver holds a current licence
- The vehicle is comprehensively insured with an **"Indemnity to the Crown"** cover
Please note: Some insurance policies do not provide the "Indemnity to the Crown" cover.
PLEASE CHECK YOUR INSURANCE COVER AND MAKE SURE YOU HAVE THIS COVER.
- The staff member has completed the required DET paperwork to use their car and given it to Carol Anderson.
- Written permission is required from Parent for student to travel in staff vehicle.
- Staff have completed the DET Safe Driving Module.

PROFESSIONAL LEARNING (EXTERNAL)

Information on Professional Development activities will reach you in a number of ways. These include your Domain and Community Leaders, announcements in the Staff Bulletin and by notices in your pigeon hole. To apply for a PD Activity, complete a Professional Learning Approval form which can be found on SharePoint. All

Professional Learning undertaken by staff should relate to either a Key Improvement Strategy from the Annual Implementation Plan or one or more P&D Goals.

In most cases, applications will be approved subject to the College being able to adequately conduct its normal program on the day. There are times of the year when approval may not be given. These are the designated 'no interruption' days and staff will be notified of these times throughout the year. Staff will be informed of their approved Professional Learning. If an application for Professional Learning is denied the staff member will be spoken to about the reasons why. When a staff member has been approved to attend a Professional Learning activity, it is their responsibility to inform the Daily Organiser of their intended date / time of absence and to discuss payment (if necessary) with the Finance staff.

FUNDING FOR PD ACTIVITIES

As a guide, the college's Professional Learning Budget will generally meet all registration costs, provide time release and may under special circumstance provide some travel assistance for the following activities:

- A College priority i.e. goals set in the college's Strategic Plan / Annual Implementation Plan
- DET Priority e.g. FISO, SafeSchools
- If you are presenting a PD session.
- Activities outside school hours.

PD TRACKER

PD Tracker is an online management resource used to track individual staff professional learning across the year. At the end of each year a certificate will be generated which individuals can print off and keep in their personal files for VIT registration.

Staff will be able to log directly onto PD Tracker to submit professional learning they have completed outside of school. This may include curriculum planning completed individually or in collaboration with others, professional reading and viewing or activities completed during holidays or on weekends. Staff can also submit team and domain meetings they have attended as professional learning:

- www.pdtracker.com.au
- Login: Crusoe secondary college
- Password: staffpd

Whole staff professional learning will be submitted on to PD Tracker by Gwenda Pratt. Team meetings in school hours need to be submitted onto PD Tracker by the Domain Leader, Team Leader or individual staff member. It is the staff member's responsibility to inform Gwenda Pratt if they have attended an external Professional Learning activity that they would like recorded.

PUNCTUALITY & HOURS OF ATTENDANCE

Teachers should contact the Daily Organiser or General Office to advise the school if they are going to be late. All staff and students are expected to arrive to class on time (by the time the music has stopped). All teaching staff are expected to be at school no later than 8:50am and are expected to remain at school until 3:30pm each day unless they are required to attend a meeting, to which they are then required to remain at school until 4:30pm. All fulltime Education Support Staff hours are 8:30am – 4:36pm. Part time ES Staff may have different hours. Any time-shift of hours (either full time or part time staff) must be negotiated with the Principal.

RESTORATIVE PRACTICES

Crusoe College along with other Australian and New Zealand Schools have begun using a different method of behaviour management – the restorative approach. Restorative practices are a powerful way of looking at responses to misbehaviour. This approach focuses on repairing the harm done to people and relationships rather than punishing offenders. This is done by bringing together the victim and offender as part of a planned process.

When an incident occurs that requires restorative practices to be used, the following questions may be asked of students involved in the incident in an attempt to resolve the situation.

To the Wrongdoer:	To the person who has been hurt:
What happened? What were you thinking at the time? What have you thought of since? Who has been affected by what you have done? In what way have they been affected? What do you think you need to do to make things right?	What did you think when you realised what had happened? What impact has this incident had on you and others? What has been the hardest thing for you? What do you think needs to happen to make things right?
To both:	
How can we make sure that this doesn't happen again? Is there anything else I can do to help?	

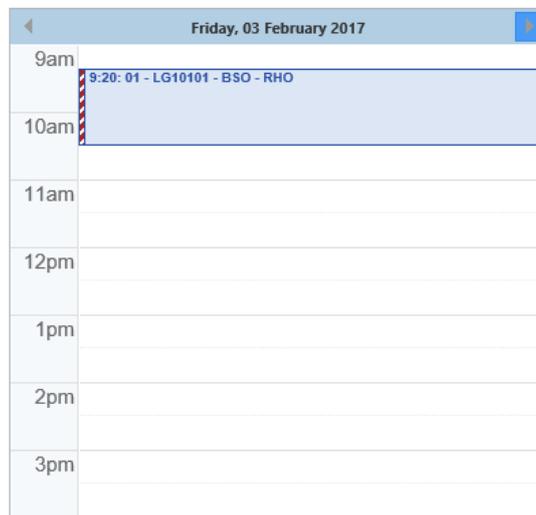
ROLL MARKING

It is a legal requirement that teachers mark a roll in every class. Your rolls may be required at any time by the DE&T Auditor, Police and members of the Leadership Team. All staff must use Compass to mark their rolls every day. Staff are also advised to have a hard copy of attendance in their Staff Planner.

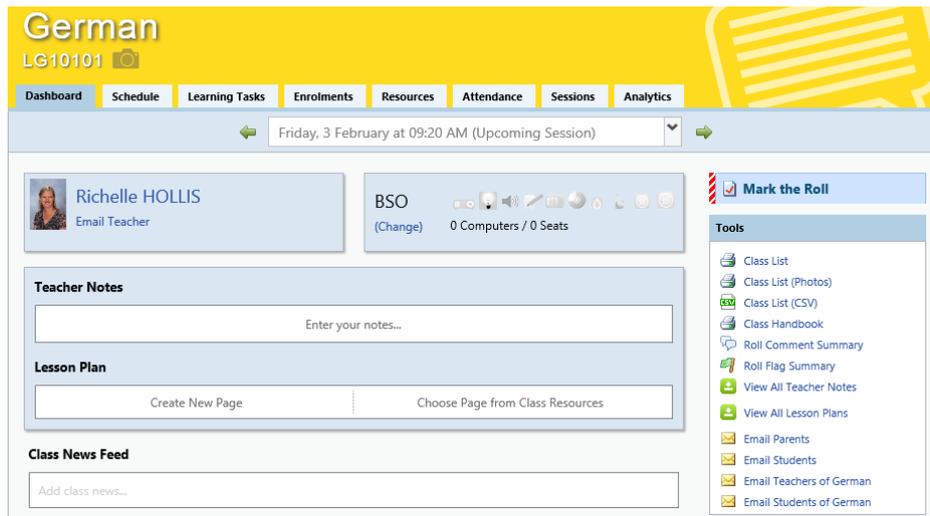
Detailed instructions on how to use Compass for Roll marking can be found here:

<https://crusoecollege-vic.compass.education/Communicate/KnowledgeBase/?article=Roll>

Log into Compass and you will see your schedule. All your classes, including any extras you may have, will be displayed here. Classes with the red and white strip down the left side indicate they are yet to be marked.



Click on the class you want to mark, and the dashboard for that class will be presented to you. Click on Mark the Roll.



Compass will automatically default to mark students Present. If a student is not present, click on NP. If a student is Late, click on L. Students who are attending an excursion, or who have already notified the school of their absence, will have a comment under Detected Information. If a student is supposed to be on an excursion, but is in your class, mark them present and write a note for the Daily Organiser in the Notes section.



Do a manual headcount to ensure that the number of students in the class matches the number of students indicated as being present on electronic roll (top, right-hand side).

MUSIC STUDENTS / WELLBEING APPOINTMENTS / SWITCH

Some students will miss either the first or second half of a session if attending instrumental music lessons. This is already pre-entered with the times detailed for your information. Students who have a Wellbeing Appointment or SWITCH session will also have pre-entered details.

Please ensure that rolls are marked accurately and in a timely manner. All information on Compass is “live” and parents have access to their child’s attendance records through Compass. They will expect the information to be current and correct.

ROOM CHANGES

Staff requiring a temporary room change must request this change using the room change function on Compass. Staff requiring a permanent room change must request this change with the Assistant Principal. In case of an emergency, all classes must be in their allocated room as indicated on Compass.

SOCIAL MEDIA

Crusoe College has engaged social media as a way to promote positive stories about the college. Currently, Crusoe College has Facebook and Instagram accounts, a YouTube Channel and a Twitter feed. If you have any news worthy of being shared, please email it to Richelle Hollis (with a supporting image or two), and a suitable time and social media platform will be determined as to when and where it will be posted. Staff are encouraged to “Like” and “Share” photos and posts on social media to further promote the positive stories.

STAFF LIST

An up to date staff list, including staff room locations and phone extensions will be emailed to staff at the beginning of each term. For further information see Appendix 3 at the end of this handbook.

STAFF SIGNING OUT

All staff must sign out at the General Office when leaving the school at recess or lunch time. Please do not ring the General Office requesting office staff to sign you out. Staff are required to remain at school all other times unless previously approved by the principal class.

STRATEGIC PLAN

The Strategic Plan goals are:

- Achievement: To improve the number of students achieving at or above the expected levels according to AusVELS teacher judgements, NAPLAN and On Demand and to improve the number of students demonstrating at least one year of growth each school year on these measures.
- Engagement: To improve student motivation and learning and engagement with school.
- Wellbeing: To provide a healthy, safe and inclusive environment that is responsive to students' learning, social, emotional and physical needs.
- Productivity: To build and effectively deploy College resources to maximise teacher capacity and student learning outcomes.

STUDENT DIARY: YEARS 7 & 8 ONLY

The Student Diary is an organisational tool for students and provides a way to communicate with parents. All homework should be recorded in this diary before a student leaves at the end of a lesson. All Year 9 and 10 students will use Compass as an online diary to record and monitor their learning tasks and homework.

STUDENTS OUT OF CLASS

Students should not be out of class without a note from their teacher. This can be recorded in the notes section on the roll for their respective class on Compass.

**STUDENT UNIFORM**

Details regarding the student uniform can be found on the Crusoe College website. Checking of uniform is the responsibility of the Advisory Teacher each morning, and students who are out of uniform without a note, should have a note placed on their Compass Chronicle stating that they are out of uniform and what the item of clothing is. If a student is regularly out of uniform due to financial hardship, please inform the Chaplain who may be able to access State Schools Relief or Carol Anderson who may be able to provide second hand uniform items to the student. For a detailed uniform list see Appendix 4 at the end of this handbook.

SWITCh

The SWITCh space has been designed to support students who are unable to be in a traditional classroom setting for a variety of reasons. SWITCh also provides a safe place for our school refusers to check in, and meet with teachers and collect work. Community Leaders wanting to refer students into SWITCh need to complete a referral form. Teachers who wish to refer students into SWITCh will need to discuss this with their Community Leader. The referral will be discussed at a weekly Wellbeing Meeting and a decision around the best support and learning processes will be made for the student.

TELEPHONES AND TELEPHONE NUMBERS

Each staff space has a phone for staff to use when calling parents. All student contact details can be found on Compass. There are a number of offices staff may use if they have to make a phone call which may contain confidential or sensitive information about a student.

TIMETABLE

Staff and student timetables are accessed via Compass. Timetables will only be printed for Year 7 students at the beginning of each year.

VIT (VICTORIAN INSTITUTE OF TEACHING)

All teaching staff are required to be registered with the Victorian Institute of Teaching. It is the individual staff member's responsibility to ensure that their registration details and payment are up to date by the required date each year. For a copy of the VIT "Code of Conduct" see Appendix 5 at the end of this handbook.

WELLBEING

The Advisory Teacher is the main support person for the student and all incidences where the student's wellbeing is at risk should be referred to the Advisory Teacher. Referrals can also be made directly to the Wellbeing Team by completing the referral form (found on SharePoint) and emailed to referrals@crusoecollege.vic.edu.au. The Wellbeing team will meet once a week to determine the action to take. It is critical that you take the time to complete the referral form in detail and use the knowledge you have of the child to help guide the team.

YARD DUTY

Yard Duty is a legal requirement to ensure the safety of our students both inside the buildings and out in the yard. Staff are to make their way to their designated Yard Duty area as soon as the bell goes. Staff replacing other staff on duty (e.g. 1st Lunch and 2nd Lunch) must be in place prior to the changeover time. If the second duty staff member does not appear, the first duty staff member will inform the General Office via the walkie-talkie and remain in the duty area until either someone replaces them or lunch or recess finishes. Please ensure that you have a walkie-talkie with you and that you are wearing a high-vis vest. If you are unable to do one of your yard duties, it is up to you to negotiate a swap with another staff member, and then inform Wendy Mapperson of the change.

If an issue arises, contact the General Office for support. If you have an incident with a student, report the incident on Student Chronicle on Compass.

DUTY TIMES

Time		Location	Responsibility
8:45 – 8:55	Before School	Front of school / Main entrance	Bike, scooter, skateboard movement
11:40 – 11:55 11:55 – 12:10 12:10 – 12:25	Lunch 1 Lunch 2 Lunch 3	Various locations in and around buildings, canteen, oval and courts.	Ensuring student safety; asking students to place rubbish in bins; moving students to class once music begins.
1:35 – 1:50 1:45 – 2:00	Recess 1 Recess 2	Various locations in and around buildings, canteen, oval and courts.	Ensuring student safety; asking students to place rubbish in bins; moving students to class once music begins.
3:15 – 4:05	Bus Duty	Mackenzie St West Bus Loop	Ensuring student safety; asking students to place rubbish in bins; safe and orderly bus boarding.

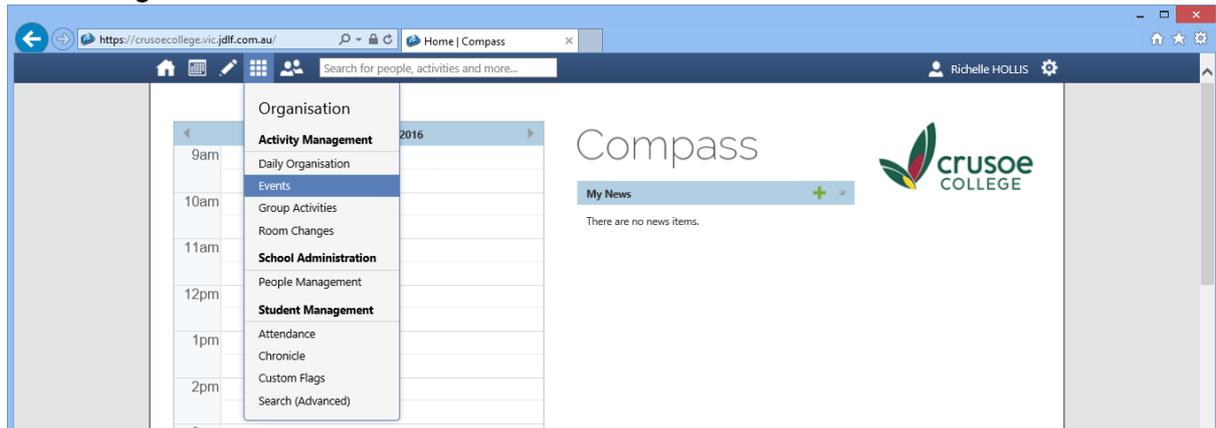
APPENDIX 1: ORGANISING A CAMP, EXCURSION, SCHOOL EVENT OR FUNDRAISING ACTIVITY

Any time students are leaving the school to attend a camp, excursion, sports day or represent the college (at local primary schools, Remembrance Day ceremony etc.), a Compass EVENT form must be completed. This ensures that all events:

- Are registered on the college’s calendar and on the DET School Activity Locator
- All students’ attendance at events is recorded
- Have a Risk Assessment completed and submitted

To organise an event, open Compass: <https://crusoecollege.vic.jdlf.com.au/>

Click on the **Organisation Tab** and then **Events**



Click on **Create New Event** and elect the Template you wish to use, then click the green button **Create New Event**.

Fill in the template as required.

When all information has been filled in, click **Save** and then **Submit for Approval**

An email will then be forwarded to the appropriate personnel for approval.

Please note, that once you have clicked **Submit for Approval**, it is still **your responsibility** to submit your **Risk Assessment** to Richelle Hollis and, when required, your **quotes** to Tracey Hughes for them to complete the process within 48 hours of them receiving the additional documentation.

The Risk Assessment documentation can be found under: **School Resources** in the **Admin** folder.

Compass: Events

The following events have been created as templates for staff to use:

Title	Approval given by:
Day Excursion: No cost to student or school	RHO; CB;
Day Excursion: No cost to student; cost to school	RHO; CB; THU
Day Excursion: No cost to school; Students use own Myki	RHO; CB;
Day Excursion: cost to students and school	RHO; CB; THU
Day Excursion (High Risk Activity): cost to students and school	RHO; CB; THU; SCP*
Overnight Activity	RHO; CB; THU; SCP*
Camp	RHO; CB; THU; SCP*
Sport Excursion	RHO; CB; THU
School Event: Cost associated	RHO; CB; THU
School Event: No Cost associated	RHO; CB;
Fundraising Event	RHO; CB; THU; SCP*
Crusoe Student Leadership Event: Cost Associated	RHO; CB; THU

*SCP = School Council President or Brad Madden

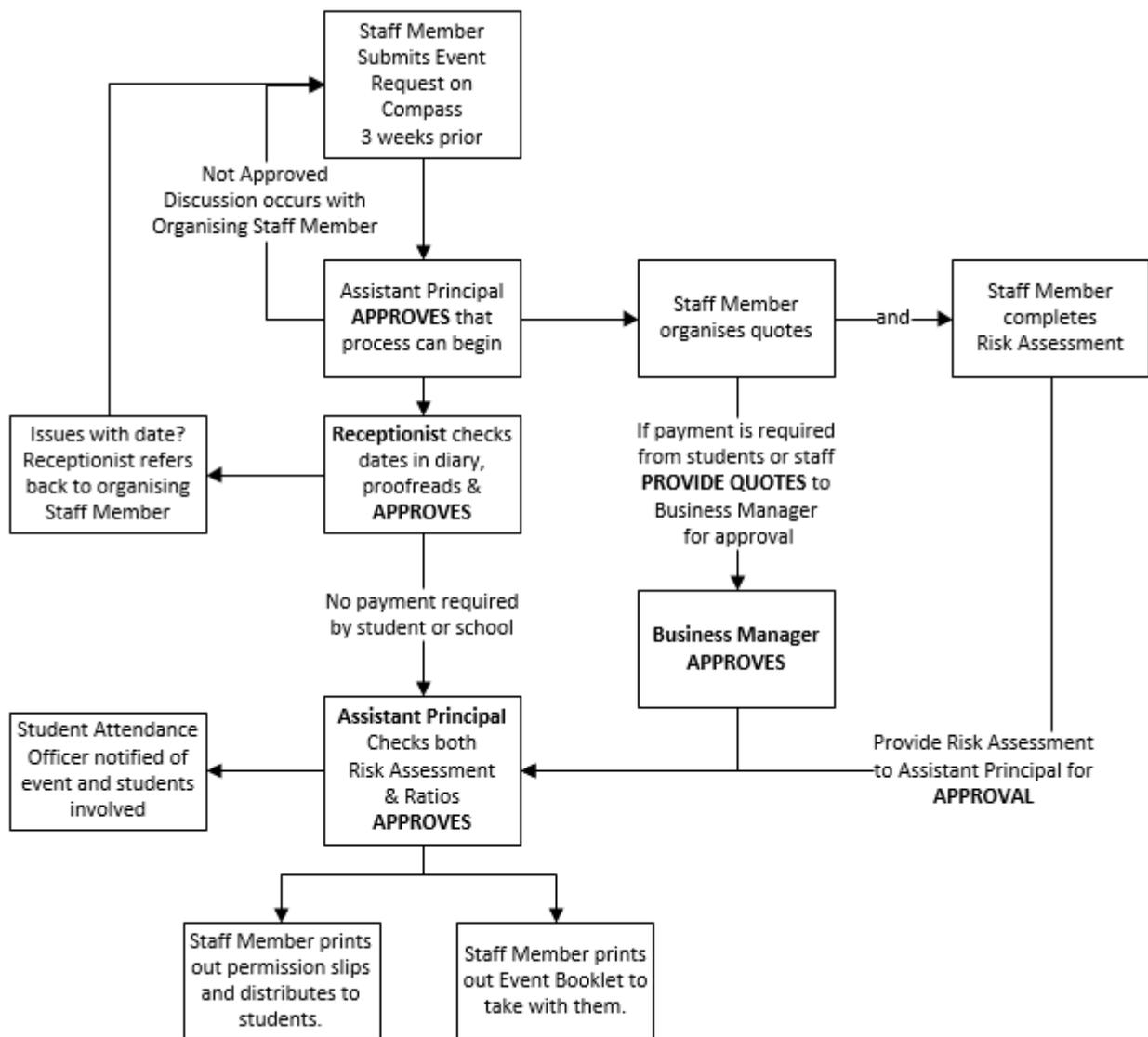
COMPASS EVENT APPROVAL ROLES

Name	Responsibility
Richelle Hollis	Checks: <ul style="list-style-type: none"> ▪ Description / Educative Purpose ▪ Staff : Student Ratios ▪ Risk Assessment submitted by staff member ▪ Presents High Risk; Overnight and Camp Risk Assessment documentation to school council
Colleen Biggs	Checks: <ul style="list-style-type: none"> ▪ Date in calendar ▪ Proof Reads information submitted by teacher ▪ Submits information to Student Activity Locator
Tracey Hughes	<ul style="list-style-type: none"> ▪ Receives quotes / invoices from staff member organising event ▪ Checks financial details
School Council President (Brad Madden may do this on behalf of School Council President)	Confirms on Compass that documentation has been submitted to School Council through the approval of: <ul style="list-style-type: none"> ▪ Day Excursion (High Risk Activity) ▪ Overnight Activity ▪ Camps ▪ Fundraising Activities

COMPASS RESPONSIBILITIES

Role	Responsibility
Organising Teacher	<ul style="list-style-type: none"> ▪ Submit Event details for approval on Compass by recommended timeframe ▪ Submit copy of all financial details (quotes / invoices) to Tracey Hughes ▪ Submit Risk Assessment to Richelle Hollis for approval
Richelle Hollis	<ul style="list-style-type: none"> ▪ Approval within 48 hours of receiving Risk Assessment from Event Organiser
Colleen Biggs	<ul style="list-style-type: none"> ▪ Approval within 48 hours of receiving Event Notification from Event Organiser
Tracey Hughes	<ul style="list-style-type: none"> ▪ Approval within 48 hours of receiving financial details from Event Organiser

CAMPS AND EXCURSION FLOWCHART



APPENDIX 2: EMAIL ETIQUETTE

Keep your mailbox empty by using outlook to create your own archive files.

Ensuring student privacy – When referring to a student that their first name and first initial of the surname is used along with their Advisory Group. E.G. Sofia P Advisory Yellow 5. This ensures privacy of the student should the email go astray or be forwarded to outside email addresses.

Avoid sending to the DL list unless absolutely necessary – If you need to send an email to 8 teachers of one student, look up the teachers and send them an email to their address, rather than to the entire DL list. This avoids unnecessary emails being sent / received and blocking up email mailboxes. Remember the DL list is accessed by all teachers, ES staff and college council members (including parents) and some of these emails are best sent directly to the specific teachers.

Don't forward virus hoaxes and chain letters - Do not forward chain letters. Just delete the letters as soon as you receive them. If you receive an email message warning you of a new unstoppable virus that will immediately delete everything from your computer, this is most probably a hoax. Sometimes virus hoaxes contain viruses themselves by attaching a so-called file that will stop the dangerous virus. The same goes for chain letters that promise incredible riches or ask your help for a charitable cause. Since it is impossible to find out whether a chain letter is real or not, the best place for it is the recycle bin.

Be concise and to the point - Do not make an email longer than it needs to be. A long email can be very discouraging to read.

Use proper spelling, grammar & punctuation. Some will argue but it is good to practise correct spelling and grammar. This is not only important because improper spelling, grammar and punctuation give a bad impression of your English ability but it is also important for conveying the message properly. E-mails with no full stops or commas are difficult to read and can sometimes even change the meaning of the text and, if your program has a spell checking option, why not use it?

Answer swiftly. People send an e-mail because they wish to receive a quick response. If they did not want a quick response they would send a letter or a fax. Therefore, each e-mail should be replied to within at least 24 hours and preferably within the same working day. If the email is complicated, just send an email back saying that you have received it and that you will get back to them.

Use proper structure & layout - The structure and lay out is very important for email messages. Use short paragraphs and blank lines between each paragraph. When making points, number them or mark each point as separate to keep the overview.

Do not write in CAPITALS - IF YOU WRITE IN CAPITALS IT SEEMS AS IF YOU ARE SHOUTING. This can be highly annoying and might trigger an unwanted response.

Use the 'Reply' option - When you reply to an email, you must include the original mail in your reply, in other words click 'Reply', instead of 'New Mail'.

Fill in the "subject" box – This is a matter of courtesy – particularly when emailing to the DL list. Recipients of your email need to know the content of the email to determine whether or not the email applies to them or if it is of an urgent nature and needs to be read immediately.

Read the email before you send it - Many people don't bother to read an email before sending it, as can be seen from the many spelling and grammar mistakes contained in emails. Apart from this, reading your email will help you send a more effective message and avoid misunderstandings and inappropriate comments.

Do not request delivery and read receipts - This will almost always annoy your recipient before he or she has even read your message. Besides, it usually does not work anyway since the recipient could have blocked that function, or his/her software might not support it, so what is the use of using it?

Do not copy a message or attachment without permission - Do not copy a message or attachment belonging to another user without permission of the originator.

Avoid long sentences - Email is a quick medium and requires a different kind of writing than letters.

Don't send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks - By sending or even just forwarding one libelous, or offensive remark in an email, you can face court cases.

In General:

Don't reply to an email message when angry, as you may regret it later. Once the message has been sent, you will not be able to recover it.

Don't send large attachments without checking with the recipient first.

Don't criticise people's spelling, it is considered petty. Many people have no way of running a spell check on their messages and will make typos. Not all nationalities spell words in the same way.

Don't conduct arguments in public, for example on a mailing list.

Don't make personal remarks about third parties. Email messages can come back to haunt you.

Don't send unsuitable email or attachments, especially anything of a sexual nature as they may well be found by a third party later.

Don't post your email address on web sites and other public parts of the Internet unless you want to be deluged with spam.

All DET edumail accounts are kept – remember to be careful what you write.

APPENDIX 3: STAFF TEAMS**Senior Leadership Team**

Principal	Brad Madden
Assistant Principal	Richelle Hollis
Business Manager	Tracey Hughes & Rayma Evans

Leading Teachers

Craig Kelly	Yates Community Leader
Carole Waterson	Dyson Community Leader
Sam Mills	Ipsen Community Leader
Colin McGregor	White Community Leader
Jill Clapham	Curriculum Leader
Debbie Spencer-Jones	Wellbeing Leader

Office Staff

Colleen Biggs	Receptionist
Jacinta Deane	Receptionist
Carol Anderson	HRMS Manager/Student records
Wendy Mapperson	Daily Organiser/Student absences

Student Services Team

Student Wellbeing	Alex Crocker
Chaplain	Tracey Gunning
College Nurse	Andrea Scott
Year 7 Transition	Catherine Poussard

Consultative Committee Members (until conclusion of Term 1)

Brad Madden	Principal
Richelle Hollis	Principal Nominee
Colin McGregor	Principal Nominee
Mark Wrzesinski	AEU Representative
Sharon Marchingo	AEU Representative
Rob Cameron	ES Representative
Lydia Poljak	Staff Representative
Vacancy	Staff Representative

ICT Technicians and Support Staff

Robert Cameron
Nathan Herbertson

Other

Helen Blainey	Duties as assigned by Principal Team
Henny Hitchens	First Aid (Dyson & Yates)
	Kitchen Assistant
Gwenda Pratt	Leadership Team Support
	First Aid (Ipsen & White)
Susan Groom	Library Technician
Daryl Lowndes	Grounds & Maintenance
Maryanne Holmberg	Science Lab Technician

2017 Community Teams (Teaching Staff)

<p>IPSEN</p> <p>1.0 Sam Mills (Community Leader)</p> <p>1.0 Al Sharp (Community Assistant)</p> <p>1.0 Julie Stephenson</p> <p>1.0 Gary Mullens</p> <p>0.9 Jill Clapham</p> <p>0.8 Sandrah Lowenthal</p> <p>0.8 Rohan Harrison</p> <p>0.8 Iain Stewart</p> <p>0.8 Georgina Gibbons</p> <p>0.6 Jane Rousch</p> <p>0.6 Clara Li</p> <p>0.5 Louise Phillips (+VCAA 0.5)</p>	<p>WHITE</p> <p>1.0 Colin McGregor (Community Leader)</p> <p>1.0 Kane Cook (Community Assistant)</p> <p>1.0 Richard Irvine</p> <p>1.0 Mark Wrzesinski</p> <p>1.0 Ellen McGrath</p> <p>1.0 Drew Roberts</p> <p>0.8 Katie Riddington</p> <p>0.8 Jenni Hillman-Kaye</p> <p>0.8 Alex Pederick</p> <p>0.6 Kate Lee</p> <p>0.6 David White</p>
<p>DYSON</p> <p>1.0 Carole Waterson (Community Leader)</p> <p>1.0 Harry Symons (Community Assistant)</p> <p>1.0 Steve Crouch</p> <p>1.0 Sharon Marchingo</p> <p>1.0 Melissa McConville</p> <p>1.0 Lydia Poljak</p> <p>1.0 Kristina Turin</p> <p>0.8 Angelo Giofrelle</p> <p>0.6 Steve Weld</p> <p>0.6 Johanna Bennett</p> <p>0.5 Rob Sbaglia (+VCAA 0.5)</p>	<p>YATES</p> <p>1.0 Craig Kelly (Community Leader)</p> <p>1.0 Peter Scott</p> <p>1.0 Kaylene Matotek</p> <p>1.0 Josie Harris</p> <p>1.0 Debbie Spencer-Jones</p> <p>1.0 Chantelle McMillin</p> <p>1.0 Charlie Kotiw</p> <p>0.8 Steve Donaldson</p> <p>0.8 David Pocock</p> <p>0.8 Chris Musk</p> <p>0.6 Merylyn Gaulke</p>

2017 Domain Leaders & Teams

English	Humanities	Maths	Science
<p>Sharon Marchingo</p> <p>Kaylene Matotek</p> <p>Carole Waterson</p> <p>Chantelle McMillin</p> <p>Colin McGregor</p> <p>Josie Harris</p> <p>Merylyn Gaulke</p> <p>Sandrah Lowenthal</p>	<p>Julie Stephenson</p> <p>Angelo Giofrelle</p> <p>David White</p> <p>Ellen McGrath</p> <p>Louise Phillips</p> <p>Peter Scott</p>	<p>Mark Wrzesinski</p> <p>Gary Mullens</p> <p>Georgina Gibbons</p> <p>Harry Symons</p> <p>Jill Clapham</p> <p>Katie Riddington</p> <p>Kristina Turin</p> <p>Rohan Harrison</p>	<p>Chris Musk</p> <p>Al Sharp</p> <p>Richard Irvine</p> <p>Rob Sbaglia</p> <p>Sam Hammond</p> <p>Steve Weld</p>
Languages	Health & PE	Art / Perf. Arts	Technology
<p>Alex Pederick</p> <p>Clara Li</p> <p>Johanna Bennett</p> <p>Richelle Hollis</p>	<p>Steve Crouch</p> <p>Brad Madden</p> <p>Craig Kelly</p> <p>Jane Rousch</p> <p>Kane Cook</p> <p>Neil Gladman</p>	<p>Iain Stewart</p> <p>Debbie Spencer-Jones</p> <p>Drew Roberts</p> <p>Kate Lee</p> <p>Lydia Poljak</p>	<p>Steve Donaldson</p> <p>Jenni Hillman-Kaye</p> <p>Melissa McConville</p> <p>Sam Mills</p>

Note: There will be times when English & Humanities and Maths & Science Teams will be combined for meetings to allow staff across both teams the opportunity to contribute and plan across both teams.

APPENDIX 4: STUDENT DRESS CODE

Students and the College are often judged by uniform and the way it is worn. The dress code set out below is for all College functions unless notified. It is expected that all students be in College uniform every day. All items of clothing should be clearly named. If full uniform is not worn, a note explaining why is to be brought to the Advisory Teacher. Parents will be contacted if their child is out of uniform.

LOWES located at Lansell Square, Kangaroo Flat is the official supplier of the College uniform.

UNIFORM ITEMS**TOPS**

Green school jumper with College logo
Green College jacket
Rugby Top with College logo

SHIRTS

Green Polo tops with College logo

SUMMER

Striped polyester/viscose dress in College colours
Charcoal grey shorts with College logo
White crew socks (not knee high)

WINTER

Skirt in College colours
White or black socks (not knee high) or black tights
Charcoal grey pants (not jeans) with College logo

SHOES

Regulation hard black leather lace-up school shoes or elastic sided hard leather boots must be with the regular school uniform to all classes except for PE and/or Sport activities. Open toe T-bar sandals or ballet style shoes are not permitted.

HATS / SCARF (to be worn while travelling to school and during lunch and recess breaks)

Black bucket hat
Black baseball hat
Black Beanie
Black scarf

The standard of the dress/shorts length is for the hem of the dress to be worn not more than 17cm from the floor when kneeling on the floor.

PHYSICAL EDUCATION & SPORT

The Sports Uniform may be worn at all times regardless of whether the student has PE or not.

Sports Uniform

Black micro-fibre shorts or tracksuit pants with College logo
College PE/Sports polo shirt
Runners

TRACK SUIT PANTS (other than PE uniform) AND JEANS ARE NOT ACCEPTABLE.

APPENDIX 5: CODE OF CONDUCT (From Victorian Institute of Teaching)**SECTION 1: PROFESSIONAL CONDUCT**

Teachers' professional conduct is characterised by the quality of the relationships they have with their students, their students' parents (guardians and caregivers), families and communities and their colleagues.

RELATIONSHIPS WITH STUDENTS**PRINCIPLE 1.1: TEACHERS PROVIDE OPPORTUNITIES FOR ALL STUDENTS TO LEARN**

The main focus of teaching is student learning. Teachers demonstrate their commitment to student learning by:

1. Knowing their students well, respecting their individual differences and catering for their individual abilities
2. Maintaining a safe and challenging learning environment
3. Accepting professional responsibility for the provision of quality teaching
4. Having high expectations of every student, recognising and developing each student's abilities, skills and talents
5. Considering all viewpoints fairly
6. Communicating well and appropriately with their students.

PRINCIPLE 1.2: TEACHERS TREAT THEIR STUDENTS WITH COURTESY AND DIGNITY

Teachers:

1. Work to create an environment which promotes mutual respect
2. Model and engage in respectful and impartial language
3. Protect students from intimidation, embarrassment, humiliation or harm
4. Enhance student autonomy and sense of self-worth and encourage students to develop and reflect on their own values
5. Respect a student's privacy in sensitive matters, such as health or family problems, and only reveal confidential matters when appropriate. That is:
 - If the student has consented to the information being used in a certain way
 - To prevent or lessen a serious threat to life, health, safety or welfare of a person (including the student)
 - As part of an investigation into unlawful activity
 - If the disclosure is required or mandated by law
 - To prevent a crime or enforce the law
6. Refrain from discussing students' personal problems in situations where the information will not be treated confidentially
7. Use consequences commensurate with the offence when disciplining students.

PRINCIPLE 1.3: TEACHERS WORK WITHIN THE LIMITS OF THEIR PROFESSIONAL EXPERTISE

In fulfilling their role, teachers carry out a wide range of responsibilities. They support students by knowing their strengths and the limits of their professional expertise. Teachers:

1. Seek to ensure that they have the physical, mental and emotional capacity to carry out their professional responsibilities
2. Are aware of the role of other professionals and agencies and when students should be referred to them for assistance
3. Are truthful when making statements about their qualifications and competencies.

PRINCIPLE 1.4: TEACHERS MAINTAIN OBJECTIVITY IN THEIR RELATIONSHIPS WITH STUDENTS

In their professional role, teachers do not behave as a friend or a parent. They:

1. Interact with students without displaying bias or preference
2. Make decisions in students' best interests
3. Do not draw students into their personal agendas
4. Do not seek recognition at the expense of professional objectivity and goals.

PRINCIPLE 1.5: TEACHERS ARE ALWAYS IN A PROFESSIONAL RELATIONSHIP WITH THE STUDENTS IN THEIR SCHOOL, WHETHER AT SCHOOL OR NOT

Teachers hold a unique position of influence and trust that should not be violated or compromised. They exercise their responsibilities in ways that recognise that there are limits or boundaries to their relationships with students. The following examples outline some of those limits.

A professional relationship will be violated if a teacher:

1. Has a sexual relationship with a student
2. Uses sexual innuendo or inappropriate language and/or material with students
3. Touches a student without a valid reason
4. Holds conversations of a personal nature or has contact with a student via written or electronic means including email, letters, telephone, text messages or chat lines, without a valid context
5. Accepts gifts, which could be reasonably perceived as being used to influence them, from students or their parents.

A professional relationship may be compromised if a teacher:

1. Attends parties or socialises with students
2. Invites a student or students back to their home, particularly if no-one else is present.

RELATIONSHIPS WITH PARENTS (GUARDIANS, CAREGIVERS), FAMILIES AND COMMUNITIES

PRINCIPLE 1.6: TEACHERS MAINTAIN A PROFESSIONAL RELATIONSHIP WITH PARENTS (GUARDIANS AND CAREGIVERS)

Teachers should be respectful of and courteous to parents. Teachers:

1. Consider parents' perspectives when making decisions which have an impact on the education or wellbeing of a student
2. Communicate and consult with parents in a timely, understandable and sensitive manner
3. Take appropriate action when responding to parental concerns.

PRINCIPLE 1.7: TEACHERS WORK IN COLLABORATIVE RELATIONSHIPS WITH STUDENTS' FAMILIES AND COMMUNITIES

Teachers recognise that their students come from a diverse range of cultural contexts and seek to work collaboratively with students' families and communities within those contexts.

RELATIONSHIPS WITH COLLEAGUES

PRINCIPLE 1.8: COLLEGIALITY IS AN INTEGRAL PART OF THE WORK OF TEACHERS

Teachers demonstrate collegiality by:

1. Treating each other with courtesy and respect
2. Valuing the input of their colleagues
3. Using appropriate forums for constructive debate on professional matters
4. Sharing expertise and knowledge in a variety of collaborative contexts
5. Respecting different approaches to teaching
6. Providing support for each other, particularly those new to the profession
7. Sharing information relating to the wellbeing of students.

SECTION 2: PERSONAL CONDUCT

PRINCIPLE 2.1: THE PERSONAL CONDUCT OF A TEACHER WILL HAVE AN IMPACT ON THE PROFESSIONAL STANDING OF THAT TEACHER AND ON THE PROFESSION AS A WHOLE

Although there is no definitive boundary between the personal and professional conduct of a teacher, it is expected that teachers will:

1. Be positive role models at school and in the community
2. Respect the rule of law and provide a positive example in the performance of civil obligations
3. Not exploit their position for personal or financial gain
4. Ensure that their personal or financial interests do not interfere with the performance of their duties
5. Act with discretion and maintain confidentiality when discussing workplace issues.

SECTION 3: PROFESSIONAL COMPETENCE

PRINCIPLE 3.1: TEACHERS VALUE THEIR PROFESSIONALISM, AND SET AND MAINTAIN HIGH STANDARDS OF COMPETENCE

Teachers:

- Are knowledgeable in their areas of expertise
- Are committed to pursuing their own professional learning
- Complete their duties in a responsible, thorough and timely way.

PRINCIPLE 3.2: TEACHERS ARE AWARE OF THE LEGAL REQUIREMENTS THAT PERTAIN TO THEIR PROFESSION. IN PARTICULAR, THEY ARE COGNISANT OF THEIR LEGAL RESPONSIBILITIES IN RELATION TO:

- Discrimination, harassment and vilification
- Negligence
- Mandatory reporting
- Privacy
- Occupational health and safety
- Teacher registration.