



Telopea Park School P&C Association Code of Conduct

This Code of Conduct applies to all members, volunteers and employees¹ (collectively, '**Members**') of Telopea Park School ('**TPS**') P&C Association (the '**P&C Association**') while involved in or undertaking any role or performing any activity related to or in connection with the business of the P&C Association².

The purpose of the Code of Conduct is to promote and maintain the highest standards of ethical conduct and appropriate behaviour at all times by all Members.

The Principles

This Code of Conduct is based on the following fundamental ethical principles:

1. Respect for the Law

P&C Association Members are under the jurisdiction of the applicable laws, legislation and regulations of the Australian Capital Territory and the Commonwealth and are obliged to observe such laws at all times, including when undertaking or performing any role or activity related to, or in connection with, the P&C Association.

2. Respect for All Persons

Every P&C Association Member is expected and required to treat all other Members (including P&C Association employees and volunteers), students, TPS staff, ACT Education and Training Directorate staff or other representatives, TPS Board members and members of the wider community equitably, with dignity and respect.

This includes, but is not limited to, the following:

- courtesy, politeness and responsiveness in dealings with others, whether in person or in writing;
- fairness, sensitivity and respect in all engagements, correspondence and communications with others;
- listening to and demonstrating tolerance of different views held by others;
- making decisions having regard to procedural fairness to all concerned and according to the principles of natural justice³;
- acting in a manner which, at all times, respects, safeguards and protects the physical, psychological and emotional health, safety and wellbeing of others;
- maintaining a safe and conciliatory environment where Members feel comfortable voicing opinions, raising concerns or engaging in discussion;
- engaging in rational, objective and constructive debate, allowing for alternative points of view to be expressed and discussed;
- maintaining at all times an awareness and respect for cultural and social differences;

¹ Including, for the avoidance of doubt, staff of Telopea Park School Outside School Hours Care.

² This includes but is not limited to: (a) participation in any P&C Association or P&C Association sub-committee meetings; (b) any communication (in any form) with other Members, the P&C Association or any other person or body in relation to or concerning P&C Association matters; (c) participation in any P&C Association-organised event, such as La Grande Fete, primary discos, French breakfasts etc.

³ Procedural fairness (also known as 'natural justice') requires that a person whose interests are to be affected by a decision shall receive a fair and unbiased hearing before the decision is made.



- not discriminating on any grounds including gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction;
- respecting, acknowledging and valuing the efforts and contributions of others;
- raising concerns or issues constructively and respectfully;
- seeking to resolve any disputes or conflicts between Members quickly and fairly (including, where necessary and appropriate, pursuant to the P&C Association's formal *Grievance Policy*);
- not engaging in any form of behaviour:
 - that is (or might reasonably be perceived as) aggressive, personal, threatening, harassing, bullying, intimidating or abusive; or
 - that results in victimisation or otherwise offends, degrades, insults or humiliates; and
- treating seriously any concerns raised or identified in relation to Member behaviour or conduct and taking prompt, decisive and appropriate action, where necessary, to address such behaviour or conduct.

3. Integrity

TPS P&C Association Members should be honest, *bona fide*⁴ and transparent in carrying out their duties.

While Members are encouraged to draw upon personal and professional background and experience in performing P&C Association roles or engaging in P&C Association activities, they must also use their best endeavours to avoid conflicts between their private interests and their P&C Association responsibilities with respect to:

- personal relationships;
- financial relationships;
- receipt of gifts;
- employment or business interests;
- use of confidential information obtained in the course of P&C Association duties or intellectual property belonging to the P&C Association; and
- external activities and public comment.

4. Diligence

TPS P&C Association Members should carry out their duties in a professional and conscientious manner. This includes:

- encouraging co-operation, collaboration and teamwork;
- carrying out P&C Association decisions and activities competently, in good faith and with reasonable care and diligence;
- encouraging transparency, consultation, inclusiveness and accountability in all P&C Association decision making and activities;
- ensuring that decisions of the P&C Association are objective and robust, fully supported by evidence and defensible;
- ensuring that all information provided to the P&C Association is accurate, comprehensive, timely, honest and impartial;
- exercising due care for the health and well-being of other Members in all P&C Association engagements, interactions, communications and activities;
- adhering to professional codes of conduct where applicable;
- actively managing poor performance, inappropriate behaviour and misconduct;

⁴ Authentic and in good faith, without deception or fraud.



- reporting fraudulent, corrupt or criminal conduct to an office bearing executive of the P&C Association and/or external authorities (if appropriate); and
- Members ensuring that they do not use their P&C Association positions or roles to gain, or seek to gain, benefit or advantage for themselves or any other person or organisation.

5. Working with Children

Without limiting Respect for the Law principle above, the TPS P&C Association is subject to and strives to adhere to and comply with the ACT government's *Working with Vulnerable People* legislation and relevant procedures⁵ as well as other applicable legislative and regulatory requirements relating to working with children including:

- the National Quality Framework⁶ (for regulation and assessment);
- the *Education and Care Services National Law (ACT) Act 2011* and the *Education and Care Services National Regulations*⁷;
- the ACT Childcare Services Standards 2009⁸; and
- 'Creating Safe Environments For Children - Organisations, Employees and Volunteers' (National Framework)⁹.

6. Conflict of Interest

TPS P&C Association Members must declare any material interests which conflict, either perceived or actual, with P&C Association duties and activities.

A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

7. Confidentiality

Each Member shall ensure that all information received in connection with or as a result of P&C Association roles or activities which is designated as, or ought reasonably be regarded as, confidential is kept confidential and used only for the disclosed purpose (or as otherwise agreed by the discloser).

Personal information about a Member should not be disclosed without the consent of the Member unless there exists a lawful authority for its disclosure.

Confidential documents and information of the TPS P&C Association should be placed in secure locations, where possible, and sensitive information should not be distributed without the President's consent.

⁵ See http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp for more information.

⁶ See <http://www.acecqa.gov.au/national-quality-framework> for more information.

⁷ See <http://www.acecqa.gov.au/national-regulations> for more information.

⁸ See

http://www.det.act.gov.au/_data/assets/pdf_file/0009/665820/ACT_Childcare_Services_Standards_2009_Word.pdf for more information.

⁹ See http://www.communityservices.act.gov.au/_data/assets/pdf_file/0006/9519/Schedule-Guidelines-for-Information-Sharing-Across-Jurisdictions.pdf for more information.



Telopea Park School
Parents and Citizens
Association

Grievances, complaints and procedures

Breaches of this Code of Conduct or other policies of the TPS P&C Association may be addressed by way of the P&C Association's formal *Grievance Policy*. Persistent breaches may result in a Member being removed from the P&C Association pursuant to the powers conferred by the P&C Association's Constitution.

TPS P&C Association Members should familiarise themselves with this Code of Conduct and use best endeavours to ensure that its principles are observed at all times.

As endorsed by the P&C Association Executive and adopted by the TPS P&C Association at the General Meeting on 21 October 2015.

Signed President: _____ NAME: _____