



Tomaree Public School

PROCEDURE FOR CODE OF CONDUCT

Last Review: Term 2, 2023 Next Review: Term 2, 2025
Principal: Mrs Michelle Heaney

✓ **The Code of Conduct clarifies the standards of behaviour that are expected of DET staff in the performance of their duties. It gives guidance in areas where staff need to make personal and ethical decisions.**

Objectives - statement

The Code of Conduct clarifies the standards of behaviour that are expected of staff of the Department of Education (DoE) in the performance of their duties. It gives guidance in areas where staff need to make personal and ethical decisions.

Audience and applicability

- All Department of Education staff including TAFE NSW and Community and Migrant Education staff and operations.
- The policy does not apply to staff employed by bodies that are only partially funded by DoE.
- The policy applies to members of the Senior Executive Service (SES). SES staff are also to comply with the current *Code of Conduct and Ethics for Public Sector Executives* issued by the Premier's Department.

Context

DoE is committed to the highest standards of conduct in public education, training and administration. To meet this commitment, DoE has issued this single Code of Conduct to cover all departmental sectors and to more closely align staff conduct with the organisational values and ethics that underpin DoE's policies and procedures.

Legislative Provisions

- Anti-Discrimination Act 1977
- Child Protection Legislation Amendment Act 2003
- Children and Young Persons (Care and Protection) Act 1998
- Commission for Children and Young People Act 1998
- Education Legislation Amendment (Staff) Act 2006
- Government and Related Appeals Tribunal Act 1980
- Occupational Health and Safety Act 2000
- Ombudsman Act 1974

- Protected Disclosures Act 1994
- Public Sector Employment and Management Act 2002

Document history and details

Responsibilities and delegations

- The Director-General of Education and Training and Managing Director of TAFE NSW, senior executives, senior officers, principals, managers and supervisors are responsible for the effective management of the Code of Conduct.
- All staff have a responsibility to comply with legislation, departmental policy, procedures and the DoE Code of Conduct, perform their duties effectively, provide impartial and accurate advice and act in a manner that promotes a productive and harmonious working environment.
- Staff will participate in Code of Conduct updates and refresher professional Learning at least annually.

Monitoring, evaluation and reporting requirements

All senior executives, senior officers, principals, managers and supervisors are responsible for monitoring and evaluating the operation of this policy within their area of responsibility.

All senior executives, senior officers, principals, managers and supervisors will comply with all mandatory reporting requirements detailed in the guidelines to this policy.

Contact

Professional and Ethical Standard (PES). Information about [our role](#) in relation to the management of conduct, performance and complaints and how to contact us.