

Codes of conduct for education sites and workplace participants – policy

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This document should be read in conjunction with the Codes of conduct for education sites and workplace participants procedures and the Family Engagement Charter.

1. Policy

The Northern Territory Department of Education (the department) is committed to building and maintaining safe, respectful, inclusive and culturally responsive learning and working environments.

The department gives high priority to supporting schools in building a culture where parents, staff and local communities co-create partnering opportunities to meet school improvement goals and learning priorities.

Parents, visitors, volunteers, service providers, members and employees of school representative bodies (SRB) and school management councils (SMC) are integral partners within the school community. Positive partnerships between school staff, students, parents and community members enhance student learning and build a culture that promotes wellbeing.

Under this policy schools must:

- develop and implement a code of conduct for education sites consistent with this policy and related procedures using the template provided. The code of conduct must clarify the standards of expected behaviours from parents, visitors, volunteers and service providers, collectively referred to as defined parties. Defined parties perform core functions of the school, visit, or engage with the school for a variety of other purposes
- implement a code of conduct for employees and service providers – collectively referred to as workplace participants, who are engaged or employed by an SRB or SMC.

School staff who are employees of the department must comply with:

- the Northern Territory Public Service Code of conduct, set out in Employment instruction number 12
- the general principles set out in the *Public Sector Employment and Management Act 1993*
- any additional instructions outlined in the Code of conduct for education sites.

Volunteers in department schools who are elected members of an SRB or SMC must comply with:

- School representative body policy
- School council guidelines
- School council guidelines – template code of conduct.

Where an SRB or SMC does not have a code of conduct for additional duties to their constitution, SRB and SMC members must abide by the Code of conduct for education sites.

2. Purpose

This policy is supported by the department's commitment to delivering quality education to all children and creating learning and working environments that are safe and supportive for all members of the school community.

Under the *Education Act 2015* (the Act) and the *Work Health and Safety (National Uniform Legislation) Act 2011*, the department has a duty of care to make sure schools provide safe and supportive learning and working environments, ensuring that interactions are appropriate at all times and that inappropriate behaviour does not damage the reputation of a school.

3. Scope

This policy applies to all Northern Territory Government schools and all defined parties and workplace participants at Northern Territory Government schools. The policy does not apply to students at a school in which they are enrolled.

4. Roles and responsibilities

4.1. School principals

The principal is responsible for:

- developing a Code of conduct for education sites as outlined in the Codes of conduct for education sites and workplace participants procedures
- implementing and promoting the school's Code of conduct for education sites
- implementing the Code of conduct for workplace participants as outlined in the Codes of conduct for education sites and workplace participants procedures
- providing clear advice on roles and responsibilities in relation to this policy
- ensuring the management of any person in attendance on school premises
- taking actions should there be a breach of the Code of conduct for education sites or the Code of conduct for workplace participants.

4.2. Senior Directors Education

Senior Directors Education are responsible for:

- supporting principals to adhere to the requirements of this policy.

4.3. Directors School Operations

Directors, School Operations are responsible for:

- supporting schools to implement this policy.

4.4. School representative bodies and school management councils

SRBs, under subsection 107(1)(k) of the Act and SMCs, under subsection 119(1)(g), have the prescribed function in relation to this policy to:

- in accordance with the *Fair Work Act 2009* (Cth) and any relevant award, employ persons on any terms and conditions that are approved in writing by the Chief Executive Officer.

In addition, SRBs and SMCs, under subsection 4.2.1 of the School council guidelines, have the following responsibilities:

- providing input into the development of the school's Code of conduct for education sites
- ratifying the Code of conduct for education sites at a legally constituted meeting.

4.5. School communities

School communities are responsible for:

- understanding the purpose of the Code of conduct for education sites and how to access and use it
- acting in partnership to engage with the Code of conduct for education sites
- demonstrating behaviours that align with the Code of conduct for education sites or the Code of conduct for workplace participants dependent on a person's role in the school.

5. Definitions

For the purpose of this policy the following definitions apply.

Term	Definition
Defined parties	Parents, visitors, volunteers and service providers.
Duty of care	The department has a primary duty to ensure, as far as is reasonably practicable the health and safety of workers and students within learning environments and, that no persons are put at risk from work carried out as part of the business.
Education site	Includes early childhood settings, primary schools, middle schools and senior secondary schools, and any other location external to the site premises where education is being provided as part of a school excursion or other activity organised by the education site.
Parent	A child's father, mother or any other person who has parental responsibility for that child, including a person who is regarded as a parent of the child under Aboriginal customary law or Aboriginal tradition. The definition of a parent does not include a person standing in place of the parent on a temporary basis.
Person or persons	Anyone in addition to, and included in, this policy's definition of defined parties and workplace participants.
School management council	A school management council established under section 118(1)(a) of the <i>Education Act 2015</i> .
School representative body	An incorporated body under the <i>Education Act 2015</i> and includes independent public school boards, school councils and joint school representative bodies.
School representative body and school management council employees	All persons employed by a school representative body or school management council.
School representative body and school management council members	Individuals, other than enrolled students, who are elected members of the school representative body or school management council.
School community	All school staff, families, students and persons who have direct involvement or interest in the school.
Service providers	Companies or individuals including contractors, subcontractors, tradespersons, psychologists, nutritionists and sports development officers engaged by the school representative body, school management council or

Term	Definition
	the department to provide a service or specialist support; or to undertake work on school property, including maintenance, cleaning, renovations, repairs or building construction.
Visitor	Any individual on the premises of a school, other than enrolled students and school staff members, including but not limited to students' family members, artists, religious instructors, sports instructors, mentors, coaches, community representatives, guest speakers, service providers, volunteers or staff from a registered training organisation.
Volunteer	An individual who supports educational programs and the business of schools either through direct contact with students or through school activities, without financial gain or reward, including school representative body or school management council members.
Workplace	A location where work is carried out by and for the department, including any place where a worker goes, or is likely to be, while at work, for example conferences, professional development seminars, excursions and camps and, travelling in vehicles, vessels and aircraft.
Workplace participants	All employees, and service providers, employed or engaged by a school representative body or school management council to provide services to the school representative body, school management council or the school.

6. Related legislation, policy and resources

Additional related policy, legislation and resources are listed in the Codes of conduct for education sites and workplace participants procedures.

6.1. Legislation

- *Education Act 2015* – <https://legislation.nt.gov.au/en/Legislation/EDUCATION-ACT-2015>
- *Fair Work Act 2009 (Cth)* – <https://www.legislation.gov.au/Details/C2021C00189>
- Northern Territory Public Sector Code of conduct employment instruction number 12 – <https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/code-of-conduct>
- *Public Sector Employment and Management Act 1993* – <https://legislation.nt.gov.au/Legislation/PUBLIC-SECTOR-EMPLOYMENT-AND-MANAGEMENT-ACT-1993>
- *Work Health and Safety (National Uniform Legislation) Act 2011* – <https://legislation.nt.gov.au/Legislation/WORK-HEALTH-AND-SAFETY-NATIONAL-UNIFORM-LEGISLATION-ACT-2011>

6.2. Policy

- Code of conduct for education sites and workplace participants procedures – https://education.nt.gov.au/policies/conduct#codes_of_conduct_for_education_sites_and_workplace_participants
- Safety management policy – <http://ed.ntschoools.net/documentcentre/Pages/home.aspx?category=Work%20Health%20Safety&subcategory=Safety%20management>

- The following can be located on the Code of conduct for education sites and workplace participants page - <https://elearn.ntschoools.net/policies/3978>
 - Code of conduct for education sites template
 - Code of conduct for workplace participants template
 - Code of conduct for workplace participants sample breach letter
 - Code of conduct photo poster

6.3. Resources

- Code of conduct poster - <https://education.nt.gov.au/parents-and-carers/lets-keep-school-safe-for-everyone>
- Family Engagement Charter – <https://education.nt.gov.au/statistics-research-and-strategies/family-engagement-charter>
- School council guidelines, information and templates – <https://education.nt.gov.au/policies/school-representative-bodies>

Acronyms	Full form
SMC	School management council
SRB	School representative body

Document title	Codes of conduct for education sites and workplace participants – policy
Contact details	Regional Services, School Operations, schoolops@education.nt.gov.au
Approved by	Deputy Chief Executive Regional Services
Date approved	6 April 2023
TRM number	50:D22:88521

Version	Date	Author	Changes made
1	16 June 2021	Education NT	New policy
2	April 2023	Quality Standards and Regulation – Operational Policy	Administrative amendments to align roles and responsibilities to the structural alignment in effect from 1 July 2022, including NTG template and minor formatting