



Educating for Eternity ... Equipping for Life

Code of Conduct

Staff employed at Colleges providing Primary and Secondary Education, Early Childhood Education & Care Services and CCM Central Office.

Version 1.0
effective 13 October 2020

QUEENSLAND

Chinchilla Christian College
Dalby Christian College
Endeavour Christian College
Groves Christian College
Livingstone Christian College
Staines Memorial College
Warwick Christian College
Whitsunday Christian College

NEW SOUTH WALES

The Lakes Christian College

SOUTH AUSTRALIA

Blakes Crossing Christian College
Seaview Christian College

WESTERN AUSTRALIA

Cornerstone Christian College

www.ccmschools.edu.au
ABN 96 105 961 135

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Policy information

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1. Context

Christian Community Ministries Limited (CCM) operates Colleges providing primary and secondary school education in Queensland, New South Wales, South Australia and Western Australia. CCM is an approved operator of Early Childhood Education and Care (ECEC) Centres in Queensland. Christian Community Ministries Registered Training Organisation (RTO #31056) is nationally registered to provide a range of vocational education and training courses. The ministries and operations of CCM are corporately supported by the CCM Central Office.

Use of the term **CCM** in this Code of Conduct means the Colleges (schools) and ECEC Centres operated by Christian Community Ministries Limited — which include:

- Blakes Crossing Christian College;
- Chinchilla Christian College and Chinchilla Christian College Kindergarten;
- Cornerstone Christian College (Busselton and Dunsborough);
- Dalby Christian College and Dalby Christian College Early Learning Centre;
- Endeavour Christian College;
- Groves Christian College and Groves Christian College Early Learning Centre, Kindergarten and Outside School Hours Care Service;
- Livingstone Christian College and Livingstone Christian College Early Learning Centre;
- Seaview Christian College;
- Staines Memorial College and Staines Memorial College Kindergarten;
- The Lakes Christian College;
- Warwick Christian College (including Southern Downs Flexible Learning Hub);

- Whitsunday Christian College and Whitsunday Christian College Outside School Hours Care Service;
- Christian Community Ministries Registered Training Organisation (RTO# 31056); *and*
- CCM Central Office.

An **employee** is any person who is employed by CCM on an ongoing (permanent), temporary (fixed term), casual, full-time, part-time or term-time basis pursuant to a contract of employment.

A **student** is any person enrolled as such at a CCM College or ECEC Centre.

Principal means an employee appointed to the most senior local leadership position or role at a College. **Director** means an employee appointed to the 'nominated supervisor' role for an ECEC service.

2. Purpose and Scope

The purpose of this Code of Conduct (Code) is to outline the standards of conduct and behaviour which are required of all staff employed by CCM. The Code does not attempt to provide a detailed and exhaustive list of what an employee is to do in every aspect of their work. Rather, it sets out general expectations regarding standards of behaviour required. This will enable staff to understand the expectations of them, as well as their responsibilities and obligations in their role with CCM.

The standards of conduct required to be met under this Code exist alongside requirements set out in the applicable Enterprise Agreement or contract of employment (and related documents) as well as other CCM policies. The Code is not intended to be contractual in nature and does not impose any contractual obligations on CCM. Nothing in this Code should be taken to limit the circumstances in respect of which disciplinary action may be taken regarding an employee.

The Code places an obligation on all employees to take responsibility for their conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace. It is also expected that the Code will be referenced by others at a CCM workplace (such as contractors, consultants or volunteers) to guide behaviour and conduct where it is appropriate to their situation and circumstances.

CCM may at any time vary this Code at its sole discretion. Changes to the Code will be advised by way of communication methods commonly in use at each CCM workplace.

2.1 Employees

The Code applies to all employees at all times during working hours and outside of working hours (in so far as the conduct outside of working hours has the potential to, or does, impact on or reflect on their employment or role within CCM, their colleagues, their employer or the wider CCM community).

The Code applies to all conduct including conduct involving any telecommunication device or social networking application.

The Code applies to all employees at any location where the employee is performing work for, or representing, CCM. This includes:

- (a) whilst performing work outside normal working hours such as while supervising students on camps, excursions, sporting activities and extra-curricular activities;

- (b) in connection with work such as when communicating or interacting with students, employees, College communities or members of the public (including communications via media, social media, electronic communications and telephone); *and*
- (c) at activities away from the workplace which are supported or approved by CCM including excursions, training courses, social activities and other events.

By accepting employment with CCM you must be aware of and comply with this Code. Therefore, you must:

- (a) conduct yourself, both personally and professionally, in a manner that upholds the ethos and good reputation of CCM (including your College or Centre or workplace and associated community members);
- (b) comply with whole-of-CCM and local workplace policies and procedures;
- (c) act ethically and responsibly; *and*
- (d) be accountable for your actions and decisions.

2.2 Contractors and Volunteers

Contractors, consultants and volunteers working with CCM must be aware of this Code and conduct themselves in a manner consistent with the conduct described in it as applying to employees. Conduct that is not consistent with the conduct set out in this Code may result in the engagement of a contractor, consultant or volunteer being terminated.

If as a CCM employee you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of CCM's expectations of conduct during the period of their engagement. For additional information, refer to the Management of Contractors and Volunteer Agreement and Orientation/Induction documentation.

2.3 What happens if there is a breach of the Code of Conduct?

As an employee, you hold a position of trust and are accountable for your actions.

If you consider there may have been a breach of the Code you should prioritise the best interests of children (including students) and take action to ensure they are safe, then as soon as practicable after the relevant incident report the details to your supervisor or line manager (or the Principal or Director, as appropriate). You may also need to comply with policies and procedures regarding internal and external reporting.

You must report objectively observable behaviour which breaches or is suspected of breaching the Code via your supervisor or directly to your Principal or Director (or the CCM Chief Executive Officer, as appropriate). You might also have mandatory reporting obligations regarding such observed behaviour. Reports made in good faith will be managed confidentially in a manner that affords you with protection from victimisation or other adverse consequences.

The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach. Factors that may be considered when deciding what action to take may include:

- (a) the seriousness of the breach;
- (b) the likelihood of the breach occurring again;
- (c) whether the employee has committed the breach more than once;
- (d) the risk the breach poses to employees, students or any others; *and*
- (e) whether the breach would be serious enough to warrant formal disciplinary action.

Actions that may be taken by CCM in respect of a breach of the Code include management or remedial action, training or disciplinary action ranging from a warning to the termination of

employment. CCM reserves the right to determine in its entirety the response to any breach of this Code. A breach of the Code may constitute a 'reportable incident' or a 'critical incident' about which CCM is required to notify relevant authorities (for example: a non-government schools registration standards authority; teacher registration authority).

3. Christian Ethos and Inherent Requirements

CCM aims to promote the Christian faith and provide, in the context of the school education and early childhood services it operates, educational opportunities for students and families which model Christian living principles in an environment that also promotes evangelism, discipleship, training and unity in Christ.

CCM operates in accordance with Biblical Christian principles aligned to the teachings and practice of the Christian Community Churches of Australia (a church with a traditional, conservative, evangelical interpretation of the Bible). These principles, teachings and practices are summarised in the Statement of Faith. Beliefs, doctrines or practices contrary to the Statement of Faith will not be allowed within CCM.

All staff are expected to have a personal relationship with Jesus Christ and be actively involved in their local Christian church. This relationship and involvement will be evident by the manner in which they conduct themselves and the 'fruit' in their lives (Matthew 7:15-20). To this end, all staff are urged to "live worthily of the calling with which you are called ..." (Ephesians 4:1) in order that Jesus Christ is glorified and that we are living examples of Christ to each other, the students in our care and the wider community.

3.1 Statement of Faith

We believe the Bible as originally given by God is divinely inspired, infallible, and entirely trustworthy, and is the supreme authority in all matters of faith and conduct, from which we can know that:

1. **God:** There is one true eternal creator God — Father, Son and Holy Spirit.
2. **Creation:** God created all things, making man and woman in His own image and for relationship with Him.
3. **Sin:** Sin entered into the world through human disobedience following the rebellion of Satan against God.
4. **Christ:** The Son, Christ Jesus, was born of a virgin and lived as a sinless man. Out of the abundance of God's love the Father gave His only Son, Jesus Christ, to die to save all people from sin. Christ rose from the grave defeating the power of sin.
5. **Salvation:** The death and resurrection of Christ brings salvation by grace through faith to those who repent, seek forgiveness, and believe in Him.
6. **Spirit:** The Holy Spirit, following Jesus' return to His Father in heaven, lives within those who have salvation as a comforter and guide; guaranteeing their eternal hope.
7. **Life:** Those who trust in Jesus as their Lord and Saviour are called to live a transformed life and as such we have the responsibility to:
 - a. Encourage other Christians through meeting together for worship and fellowship
 - b. Uphold moral directives and ethical values contained in the Bible as expressed within the context of their personal life, their marriage life (the covenantal relationship of one man and one woman), and their relationships with others
 - c. Share the good news to all the world
 - d. Be active in expressing God's love through social justice.

8. **Eternity:** Jesus is the only way to a relationship with God. Those who have received salvation have eternal life as joint heirs with Christ. Those who do not believe in Christ are separated from God for eternity.
9. **Return and New Creation:** Christ will return as Lord to the earth and everyone will see him. There will be a new heaven and a new earth.
10. **Marriage:** Marriage has been divinely established by God and affirmed by Jesus as the voluntary, lifelong union of one man and one woman to the exclusion of all others. Marriage is a symbolic representation of the nature of God's love for us and for His church, anticipating His union with the believers in eternity.
Genesis 1:27; Genesis 2:18-25; Matthew 19:4-6; Ephesians 5:22-33; Revelation 19: 6-9.
11. **Sexuality:** Marriage is the only context in which human sexuality is to be expressed and in which sexual intimacy is to be experienced. The Bible teaches that sexual behaviour is to be limited to monogamous, heterosexual, married couples and that believers are to abstain from sexual immorality.
Genesis 1:26-28; Genesis 2:18-25; Exodus 20:14; Leviticus 18:22; Matthew 5:27-28; Matthew 15:18-20; Acts 15:20; Romans 1:20-32; 1 Corinthians 6:9-20; 1 Corinthians 7:2; 1 Timothy 1:10; Hebrews 13:4.
12. **Gender Identity:** The two distinct, complementary genders (sexes) of male and female together reflect the image and nature of God (Genesis 1:26-27). The Bible ties gender identity to biological sex (Genesis 1:27; Genesis 2:22-24) and does not make a distinction between the two. God's intended best for humankind is that we live our lives in accordance with our biological sex. According to Scripture, our gender identity is to align with our biological sex, as designed by God. The determination of biological sex commences in the womb and is recognised at birth (Genesis 1:27; Genesis 5:1-2; Psalm 139:13-14; Mark 10:6). We therefore acknowledge the biological sex of a person as recognised at birth and require practices consistent with that sex.
Genesis 1:26-27; Genesis 2:22-24; Genesis 3:21; Genesis 5:1-2; Psalm 139:1-5 and 13-16; Matthew 19:4-5; Mark 10:6-7.
13. **Christian Character and the Appearance of Sin:** Acknowledgement of our sin and acceptance of the loving grace of God will lead to purity and holiness as the Holy Spirit's work enables the believer to demonstrate the character of the perfect man, Jesus Christ. The Bible exhorts us to pursue godliness and to model Biblical standards of behaviour to our peers and the wider society in both word and deed. It also calls Christian believers to abstain from all appearance of evil and to be active members of a local Church and meet together regularly as a body so that we may encourage one another.
Leviticus 20:22-26; Deuteronomy 6:25; Psalm 133:1; Matthew 5:16; Acts 2:46; 1 Corinthians 14:26; Philippians 2:12-16; 2 Thessalonians 5:22; Titus 2:10-14; Hebrews 10:25; 1 Peter 1:13-16; 2 Peter 3:11-14; 1 John 1:5-10.

The Statement of Faith is also published on the CCM website (www.ccmschools.edu.au).

3.2 Mission and Aims

The common aim of CCM schools and early learning centres is to provide Christ-centred schooling and early education in an atmosphere of love, respect, peace and discipline which will encourage students to achieve their full potential for God.

The ethos, aims and objectives of CCM are based on acceptance of the Lordship of Jesus Christ and acceptance of the Bible as the revealed word of God.

Staff of schools and early learning centres encourage the development of the "whole child". We recognise that each child (student) is an individual and therefore needs to be treated as such. We

believe that each child is born with different God-given talents that need to be nurtured by providing opportunities for growth spiritually, physically, socially, emotionally and intellectually. By observing, planning and evaluating, we seek to provide for the child's needs while allowing the child's individual, spontaneous and creative interest to be explored. Staff agree not to teach anything contrary to the doctrines and statement of faith of CCM.

A detailed explanation of CCM objectives, purpose, distinctives, foundations and aims is provided in the *Statement of Philosophy and Aims*.

3.3 Faith and Lifestyle Requirements

The CCM Schools Enterprise Agreement (in Section 2.3) outlines faith and lifestyle requirements applicable for CCM employees. Similar provisions apply for staff members employed on individual employment agreements.

CCM bases its teachings and beliefs on the Bible, both Old and New Testaments, which it regards as the inspired and inerrant Word of God. These teachings are expounded in many of the public and internal documents of the schools (and early learning centres) and are available to employees as part of their appointment process. These documents inform our understanding of the lifestyle values which employees who work in the schools and early learning centres are required (subject to the provisions of relevant anti-discrimination legislation in the jurisdiction in which the employee is appointed) to respect and maintain at all times, and should be understood as source documents, defining our doctrines, tenets, beliefs or teachings. It is agreed that every employee at the schools and early learning centres, through their calling to serve, plays a significant role in the day to day functions of the school or centre, and in the ministry of the Christian church and the gospel.

It is expected that all employees will:

- (a) behave at all times with honesty and propriety — because such behaviour is morally and legally right, and because CCM's business success depends on its reputation of integrity and on the trust and confidence of everyone with whom they deal;
- (b) by their teaching and personal example, strive to help students understand, accept and appreciate Christian teachings and values;
- (c) avoid, whether by word, action or lifestyle, any influence upon students that is contrary to the teaching and values of CCM in whose name they act;
- (d) accept the educational philosophy of CCM; *and*
- (e) be committed to maintaining a harmonious working relationship.

Subject to the provisions of relevant anti-discrimination legislation in the jurisdiction in which the employee is appointed, it is a genuine occupational requirement of employment at CCM schools and early learning centres that employees do not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of CCM. Such beliefs include that the expression of human sexuality was purposed to be through heterosexual, monogamous relationships, expressed intimately through marriage.

CCM employees are expected to regularly and frequently attend a Christian church and will be required to regularly and frequently participate in relevant staff devotions and staff worship services.

It is a condition of employment that a persistent or serious breach of the above expectations may lead to termination of an employee's employment with CCM.

4. General Requirements

4.1 What is expected of you as an employee?

As an employee you are required to comply with CCM policies and procedures, including those that apply to your local workplace and work role, noting that they may be revised, reviewed or amended from time to time. Many of these are available online via CCM and local intranet or other electronic storage systems; others may be made available to you through induction and training programs.

You must complete all training, and attend relevant briefings or meetings as required, in relation to policies and procedures. If you are uncertain about the scope or content of a policy with which you must comply — or are unsure about the appropriate action to take in a particular situation — you should seek clarification from your supervisor or line manager, Principal or Director (as appropriate).

You should also be familiar with the legislation and industrial agreement under which you are employed as this may specify requirements with which you need to comply.

You are expected to give attention to the importance of relationships. Healthy relationships based on God's principles, contribute significantly to unity, harmony, the smooth running of the College community, and the effectiveness of its educational ministry. The most important commandment is to love God with all our heart, mind and soul, and then to love others as we love ourselves. Hence, we require you to reflect upon the evidence of your behaviours towards God, fellow workers, students, their families and the wider community.

In summary, as an employee of CCM you are expected to:

- (a) conduct yourself, both personally and professionally, in a manner that upholds the Christian ethos and worldview of CCM and the reputation of your local College or Centre or workplace;
- (b) be truthful and accurate in representing your qualifications, competencies, skills and experience;
- (c) perform your duties to the best of your ability and be accountable for your performance;
- (d) follow reasonable instructions given by your supervisor or their delegate;
- (e) comply with lawful directions;
- (f) carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills (including through participation in relevant professional development);
- (g) act honestly and in good faith fulfilling your duties;
- (h) be courteous and responsive in dealing with your colleagues, students, parents and members of the community;
- (i) work collaboratively with your colleagues;
- (j) dress and present yourself in a professional manner that is appropriate for your role; *and*
- (k) utilise established grievance processes to work through issues of conflict or dispute.

You are expected to ensure that your conduct, whether during or outside working hours, is consistent with the ethos and policies of CCM (including your College or Centre or workplace) and does not damage the good reputation of CCM or the College or Centre or any College or Centre community member. Special care needs to be taken to ensure the use of professional or personal social media and other communication methods does not breach the Code of Conduct.

4.2 Respect for people

CCM employees are expected to treat each other with respect and courtesy. Our daily interaction with others reflects on our personal and organisational reputation. Therefore, all employees are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

Employees who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modelling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development.

Similarly, it is important for each staff member to treat their colleagues, other employees, contractors, students and parents with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other employees, contractors, students and parents is unacceptable. You must not use information and communication technologies (such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites) to engage in this type of behaviour.

We are responsible for our own actions, including respecting self, others and the ministry within a fallen world where all have sinned and fall short of the glory of God. Yet, we know that God gave us a spirit not of fear but of power and love and self-control. It is expected that employees will strive to build self, others and the ministry up by gracious words and actions. In whatever we do, in word or deed, do everything in the name of the Lord Jesus.

In doing so we need to be:

- Submissive to leaders and authorities.
- Obedient, ready for every good work, speaking evil of no one, gentle, and work hard to show perfect courtesy toward all people.
- Not meddling in a conflict / quarrel not of our own.
- Resisting the temptations to grumble, quarrel, judge or become jealous of others.
- Resisting the temptations to spread strife, slander, gossip, malice, stir up division or sow discord.
- Careful not to continually burden others with personal or family issues. That is, not to share this type of issue with colleagues other than those with whom you have an appropriate relationship. Even then, with colleagues who are close, this type of conversation cannot saturate the relationship. All staff members are encouraged to speak with their supervisor to identify current personal issues that impact their overall well-being.

You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Unlawful harassment or discrimination may constitute an offence under State or Commonwealth discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.

You should ensure that you are aware of CCM's policies and procedures regarding discrimination, harassment and bullying. If you believe you are being unlawfully harassed or discriminated against or bullied:

- (a) where you feel comfortable ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome (it may be useful to speak with your supervisor in the first instance to seek guidance on how to do this); and/or
- (b) raise the issue as a grievance, in accordance with established grievance processes, as soon as possible after the incident(s) have occurred.

CCM takes reports of unlawful discrimination and harassment or bullying seriously and will take action it considers appropriate if such conduct is found to have occurred (including disciplining or dismissing offenders). Many incidents can be addressed effectively if reported early.

If you lie about or exaggerate a complaint, the College will view this as a very serious matter, and you may be disciplined or dismissed.

4.3 Professional standards

Various employment roles require registration or accreditation from government authorities or professional organisations. As an employee you must obtain and maintain at your cost all relevant registration and accreditation applicable to your position with CCM as well as complete all appropriate professional development. You are also expected to comply with professional standards of such authorities and organisations.

Teaching staff, in particular, need to understand the Australian Professional Standards for Teachers (www.aitsl.edu.au/teach/standards) and be familiar with professional conduct guidance from the teacher registration authority in their State:

- Queensland College of Teachers (www.qct.edu.au)
 - [Professional Boundaries: A Guideline for Queensland Teachers](#)
- NSW Education Standards Authority (www.educationstandards.nsw.edu.au)
 - [Guide to Accreditation](#)
- Teachers Registration Board of South Australia (www.trb.sa.edu.au)
 - [Professional Responsibilities](#)
- Teacher Registration Board of Western Australia (www.trb.wa.gov.au)
 - [Professional Conduct](#)

General staff should clarify with their supervisor regarding application of industry or professional standards to their employment role. This would include:

- Passenger transport driver authorisation requirements and standards for bus drivers.
- Codes of ethics and practice relevant for counsellors, chaplains or student welfare workers.
- Australian Skills Quality Authority requirements for VET trainers and assessors.

4.4 Dress Standards

The CCM Schools Enterprise Agreement includes (in Section 3.7) principles indicative of appropriate dress standards for employees. Similar provisions apply for staff members employed on individual employment agreements. Staff (teachers in particular) are significant role models for students, so your dress and grooming should take this into account. Similarly, your own appearance should reinforce the standards of dress and grooming for students. Neatness and modesty in appearance reflects the image of your College or Service in the local community.

You are expected to dress and present yourself in a professional and appropriate manner which reflects positively on CCM. This includes presenting yourself in a way that is:

- neat, modest and tidy;
- appropriate for an employee in a Christian workplace;
- appropriate for an employee in child-related employment;
- appropriate for your role and responsibilities;
- appropriate in the context of workplace health and safety obligations, particularly in relation to footwear and other personal protective equipment;
- inoffensive to colleagues, students and the community and which does not constitute any form of harassment, discrimination or bullying; *and*
- not casual attire (such as thongs, singlets, t-shirts, leggings or hoodies), unless it forms part of the school sports attire specifically required for the activity of that day.

You are expected to follow the local dress code which provides clarification about dress and grooming requirements for the College or Centre where your position is based. This may include requirements for staff uniforms and visibility of body piercings or tattoos. Clarification about dress and grooming requirements should be obtained from your supervisor or alternatively the Principal or Director.

4.5 Use of Resources

You must use all CCM resources, information and equipment responsibly and with due care, for legitimate, work related purposes and in accordance with the law and CCM's policies, processes, procedures and regulations. Waste and extravagance must be avoided. The purchase and disposal of CCM resources and equipment must be done in accordance with CCM's policies and procedures.

All CCM property and resources must be returned to the relevant College or Centre before you cease employment with CCM.

You must use CCM ICT resources in accordance with whole-of-CCM and College-specific policies, processes, procedures and regulations, including acceptable use policy. CCM may carry out monitoring and surveillance on CCM's ICT resources (for example, an employee's CCM-provided email account) to monitor usage of these resources. This monitoring and surveillance includes investigating alleged: breaches of the law, non-compliance with this Code, non-compliance with CCM policies and procedures or misconduct.

4.6 Required reporting

Employees are required to report certain information to the College, including fulfilling reporting obligations under Child Protection law.

You are required to inform the Principal or Director (as appropriate) if you are charged with or convicted of an offence. You must also inform your Principal or Director if you become the subject of an Apprehended Violence Order or have a change in criminal history that may impact on your ability to perform your employment role. Changes to police information (including being charged with or convicted of an offence) may also mean you are required to personally notify professional registration authorities or a working with children check agency.

If, through your employment with CCM, you become aware of a serious crime committed by another person, you are required to report it to your Principal or Director, who may be required to inform the police.

As a CCM employee you must report, in accordance with the Child Protection Policy and local procedures and protocols at your workplace:

- (a) Any concerns that you may have about safety, welfare and wellbeing of a student, child or other young person.
- (b) Any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves students, children or young people.
- (c) Any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you.
- (d) If you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'.
- (e) If you become the subject of allegations of 'reportable conduct' whether or not, they relate to your employment in the College.

Teachers, ECEC educators and some other employees have mandatory reporting obligations where they have reasonable grounds to suspect a student/child regardless of their age is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child. CCM expects all employees to fulfil obligations imposed by Child Protection law as well as requirements described in the CCM Child Protection Policy.

5. Duty of Care and Work Health and Safety

As a CCM employee, you have a duty of care for students in your charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted. The duty encompasses a wide range of matters, including (but not limited to):

- a) the provision of adequate supervision;
- b) ensuring grounds, premises and equipment are safe for students' use;
- c) implementing strategies to prevent bullying from occurring in school; *and*
- d) providing medical assistance (if qualified to do so) or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at school.

Work Health and Safety is of fundamental importance to CCM. All employees have personal responsibilities under provisions of workplace health and safety legislation. Maintaining a safe work environment requires everyone's continuous cooperation and deliberate action. This includes restrictions regarding alcohol, drugs and tobacco arising from legislative provisions or CCM organisational requirements.

5.1 Duty of care

As a CCM employee, you have a duty of care to students in our charge. That duty is to take all reasonable steps to protect students from risk of harm that can be reasonably predicted. For example, preventative measures should be taken against risks from known hazards and from foreseeable risk situations. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the students' maturity and ability.

Duty of care to students applies during all activities and functions conducted or arranged by the College. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

You should ensure that you are aware of CCM and local College or Centre or workplace policies, procedures and protocols regarding duty of care, student supervision, organisation of excursions, transport of students and similar or related topics.

You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.

You should be familiar with and comply with the evacuation procedures at your workplace.

Students under your direct supervision should not be left unsupervised either within or outside of class. You need to be punctual to classes and allocated supervision.

You should remain with students at after school activities until all students have been collected. If a student is not collected, you should remain with the student until collected or seek advice from your supervisor.

Playground supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around.

You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member. Additional detail about student bullying is set out in the local College or Centre policy and procedures.

Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact the First Aid officer at the relevant College or Centre or workplace.

You should ensure that you understand and comply with the CCM policy and local College or Centre or workplace procedures and protocols in regard to the storage and administration of medication to students.

5.2 Workplace health and safety

You have a responsibility under workplace health and safety legislation to take care of your own health and safety at work as well as that of others in the workplace. It is also your responsibility to ensure that your activities do not place at risk the health and safety of your co-workers, students or other persons that you may come into contact with at work.

Considerations of safety relate to both physical and psychological wellbeing of individuals.

You should ensure that you are aware of the CCM Workplace Health and Safety policy statement as well as related policies, procedures and protocols at your workplace.

5.3 Use of alcohol, drugs and tobacco

You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk your own or any other person's health and safety.

As a CCM employee, you must:

- (a) not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances.
- (b) not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work.
- (c) notify your supervisor if you are aware that your work performance or conduct could be adversely affected as a result of the effects of a prescribed drug.
- (d) take action to resolve any alcohol or other drug-related problems that you have.
- (e) consult with your supervisor or line manager if you are concerned about working with other employees who may be affected by drugs or alcohol.

Regarding drugs, as a CCM employee you must not:

- (a) have illegal drugs in your possession while at work — any illegal drugs found on school property, or in the possession of any person on school property, may result in disciplinary action including the termination of your employment and referral to the police.
- (b) give students or other employees illegal drugs or restricted substances, or encourage or condone their use.
- (c) supply or administer prescription or non-prescription drugs to students unless specifically authorised to do so.

You must not take alcohol to a CCM workplace or consume alcohol during work or school hours or at any College function at any time students are present, including at events conducted off-campus outside the college or centre unless expressly permitted to do so by the Principal or Director. A College function is any occasion organised by the College and/or in the college's name including dances, farewells, excursions, sporting fixtures and fundraising events.

You must not:

- (a) purchase alcohol for, or give alcohol to, any student enrolled at a CCM College or Centre regardless of age (or to any other person under the age of 18 years), and/or
- (b) encourage or condone the use of alcohol by students of any age during educational activities.

You must not smoke or permit smoking in any school buildings, enclosed area or on school grounds as well as at other locations being used for school activities. This includes all buildings, gardens, sports fields, vehicles/cars and car parks. Under state law, smoking (by any person) is banned at all

schools and childcare centres, and for five metres beyond their boundaries. This includes all CCM campuses as well as other locations when being used for College or Centres activities. The law applies at all times-during and after school hours, on weekends and during school holidays and includes the use of all smoking products, including electronic cigarettes.

You must not purchase tobacco or tobacco products for any student or give any student tobacco or tobacco products.

6. Professional Relationships

As a CCM employee, you are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed. You must not commit any form of child abuse, degrading punishment or corporal punishment.

While not all employees are required to manage and supervise students, it is important for all CCM employees to understand and observe the CCM and local child protection policy and procedures applicable at their workplace.

6.1 Supervision of students

You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with your supervisor.

You should never drive a student in your motor vehicle unless you have specific permission from your supervisor to do so. In the event of an emergency you should exercise discretion but then report the matter to your supervisor.

If you wish to conduct a private conversation with a student, you should consider the time and venue carefully to avoid placing yourselves in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the student and the door.

When confiscating personal items, provide students with a choice to hand the item to you or to lodge the item at the student help desk at the College or Centre or workplace administration office. You should only take an item directly from a student in a circumstance where you have concern for the safety of the student. You should ensure that your own safety and the safety of others is not jeopardized by this action.

6.2 Physical contact with students

You must not impose physical punishment on a student in the course of your professional duties.

When physical contact with a student is a necessary part of the teaching/learning experience you must exercise caution to ensure that the contact is appropriate and acceptable. You should seek permission from the student by asking for a volunteer, if necessary, to demonstrate a particular activity.

Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability the management of toileting and personal care needs should be included in the student's individual management plan (with relevant needs having been negotiated and confirmed with parents).

When congratulating a student, a handshake or pat on the shoulder is acceptable as long as the student is comfortable with this action. This type of non-intrusive touch should be accompanied by positive and encouraging words. Kissing of students is forbidden.

Assessing and supporting a student who is injured or ill may necessitate touching the student. This may include the provision of first aid. Always advise the student of what you intend doing and seek their consent, noting that in some circumstances the student might not be in a position to give it.

Non-intrusive gestures may be appropriate to comfort a child or young person who is experiencing grief and loss or distress, such as a hand on the upper arm or upper back or perhaps as a “side hug”.

Sometimes in ensuring duty of care you may be required to restrain a student from harming themselves or others using reasonable force. Any such strategy must be in keeping with local behaviour management practices and aligned with the principle of using the lowest level of intervention possible in the calmest manner possible to achieve a safe environment within the capacity of the staff member and available assistance from colleagues. Sometimes individual student management plans are required and should be followed where possible. You should report and document any such incidents to your supervisor.

6.3 Communication with students

You must respect appropriate professional boundaries with students when communicating with students, including via use of social media or other electronic communications (email, group discussion forums or similar) or telephones.

Any social media, email or phone communication by you with students must form part of an approved College-based process for communication. It should never be used for social or personal communication. Any official College or Centre social media site or presence must have the prior approval of the Principal or Director. Only users approved by the Principal may post or comment as the College or Centre.

You must not interact with, respond to “friend requests”, “like” a post or image or “follow” students on Social Media. You must take all reasonable steps to adjust privacy settings to prevent or “block” students interacting with you on social media.

You must notify your supervisor if a student attempts to interact with you on social media, personal email, personal mobile phone or home telephone. You must notify your supervisors if you mistakenly communicate or interact with a student on social media, personal email, personal mobile or home telephone.

You must use professional discretion before communicating or accepting a “friend” request on social media with a past student or parents/carers of current students.

You must always use your own and students’ College or CCM-provided email address for email communication with students and communication must only be for an appropriate educational reason. You must not communicate with students using either your personal email address or the student’s personal email address.

6.4 Inappropriate relationships with students

You must not engage in an inappropriate relationship or sexual misconduct with a student.

You must not have a romantic or sexual relationship with a student regardless of their age. It is irrelevant whether the relationship is heterosexual or homosexual, consensual or non-consensual or condoned by parents or caregivers. You are reminded there are laws prohibiting sexual relations with

a person under the age of consent (16 years) as well as laws prohibiting sexual relations between a teacher and a student; any reasonable suspicions or allegations of grooming behaviour or a sexual relationship between an employee and a student will be reported to police and child protection authorities.

You must not develop a relationship with any student that is, or that can be interpreted as having, a personal rather than professional interest in the student. An overly familiar relationship with any student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support, raises serious questions of conflict of interest, trust, confidence, dependency and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues and may carry a serious reputational risk for CCM and the relevant College or centre or workplace.

If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your supervisor and/or the Principal or Director as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.

At all times when speaking with students, care must be taken to use appropriate language. You must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.

You may, as part of your pastoral care role, engage in discussion with students. This is entirely appropriate. However, you must be cautious about making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself.

You must not (a) invite students to your home, (b) visit students at their home, or (c) attend parties or socialise with students; unless you have the express permission of (a) the Principal or Director of your College or Centre or workplace and (b) their parents or caregiver. Parents of the students should be present in these settings.

You must not engage in tutoring or coaching students from any CCM College or Centre without obtaining the express permission of the Principal or Director of the College or Centre where the student is enrolled (as well as obtaining permission of the Principal or Director of the College or Centre where your employment is based, if the student is enrolled at another College or Centre).

You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site (see also Section 6.3 — Communication with Students and Section 8.2 — Electronic Communication and Social Media).

No gifts should be given or received that may reasonably be perceived to give rise to a conflict of interest or a child protection matter (see also Section 7.2 — Declaring gifts, benefits and bribes)

Wherever practical, you should avoid teaching or being involved in educational decisions involving your own family members or close friends. Where it is not practical to avoid such situations completely, another member of staff should make any significant decisions relating to the student's assessments and have those endorsed by a supervisor (see also Section 7 — Conflicts of Interest)

You should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.

You must not provide your personal mobile or home telephone number to students. Communications by employees with students using the student's personal mobile or home telephone may only occur in very limited circumstances, where there is a justifiable context and with the prior approval of the

employee's supervisor or Principal. Records of approvals should be kept by the supervisor and parents/carers advised of the approval, as appropriate.

6.5 Child protection

You must be aware of and comply with the Child Protection Policy and related local procedures and protocols at your workplace.

As set out in Section 4.6, you must report to your Principal or Director any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you. This includes self-disclosure if the allegation involves you.

Broadly, 'reportable conduct' includes:

- (a) any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including grooming activities or a child pornography offence); or
- (b) any assault, ill-treatment or neglect of a child; or
- (c) any behaviour that causes psychological harm to a child, whether or not the child consents.

Reportable conduct does not extend to:

- (a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards; or
- (b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures.

For further information, please refer to the Child Protection Policy.

The requirements outlined in Sections 6.1, 6.2, 6.3 and 6.4 in relation to supervision, physical contact, communication and relationships with students set professional boundaries in relation to your behaviour. They make clear what behaviour is unacceptable and could amount to reportable conduct.

6.6 Professional behaviours with parents / carers

You must always engage with the parents/carers of students in a professional and courteous manner. Communications are to be professional, related to the student's learning and development or other College matter, and presented in a way that promotes the reputation of CCM, the College or Centre and yourself.

You must endeavour to establish a relationship with students' parents/carers that is based on mutual trust and open communication. You are expected to respect parents' rights of enquiry, consultation, and information in relation to their child. This includes:

- (a) being approachable, prompt and responsive;
- (b) treating parents/carers with consideration, respect and dignity;
- (c) respecting cultural diversity;
- (d) being aware of and respecting different family structures;
- (e) demonstrating tolerance of different opinions and perspectives; and
- (f) exercising sound judgement and patience.

If there is disagreement or conflict with parents/carers, you must use your best endeavours to resolve the issues whilst ensuring that your own behaviour is not derogatory, belittling, intimidating, rude or abusive. You should keep your supervisor informed about disagreements or conflicts with parents/carers. In cases of significant disagreement or conflict, formal complaints management procedures may need to be considered.

When communicating via email with parents/carers, you must use your College or CCM-provided email account and the parent/carer's email address as recorded in the College student management records system. You must not provide your personal email address, residential address, mobile phone or home telephone number to a student's parent/carer without appropriate professional reason.

7. Conflicts of Interest

Conflict of Interest is a situation or set of circumstances that has the potential to influence the impartiality of a person because of the possibility of a real or perceived link between the employee's private interests and their professional duties and responsibilities. The private interest can include, but is not limited to, financial gain, desire for professional advancement, potential to unfairly treat another person, or the desire to assist family and friends.

7.1 Identification and management

Private interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of CCM and the College or Centre or workplace.

As a CCM employee, you must not act in conflict with CCM's best interests or the best interests of a CCM College, Centre or workplace. A conflict of interests can involve:

- (a) pecuniary interests (that is, financial gain or loss or other material benefits);
- (b) non-pecuniary interests (that is, favours, personal relationships, and associations);
- (c) your own interests;
- (d) interests of members of your immediate family or household and your relatives (where these interests are known);
- (e) interests of your own business partners or associates, or those of your workplace; *or*
- (f) interests of your friends.

You must ensure that you do not use your position as an employee of CCM — or CCM's resources, equipment, information, confidential information or intellectual property — to promote or benefit your private interests, including but not limited to financial gain, desire for professional advancement, potential to unfairly treat someone, or the desire to assist family or friends.

When faced with a situation in which conflict of interests may be present, you should report any potential or actual conflict to your supervisor or manager.

You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision making.

A close personal relationship with the parents/carers of a student or other members of a student's family may result in a conflict of interest. You must report such circumstances to your supervisor or manager for direction regarding management of this conflict.

Someone with whom you have close personal relationship (for example, a family member or friend) may apply or be considered for employment with CCM. A conflict of interest will result if you were to be involved in the recruitment or appointment process. You should ensure your Principal or Director is aware of the relationship and that you avoid participating in the recruitment process.

Principals and managers must appropriately assess and manage actual, perceived or potential conflicts of interest for employees and provide guidance to employees to resolve any issues.

7.2 Declaring gifts, benefits and bribes

As an employee, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgment when deciding whether to accept a gift or benefit. You must never ask for such money, gifts or benefits.

Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of CCM and its staff. You must not create the impression that any person or organisation is influencing CCM (including your College or Centre or workplace) or the decisions or actions of any of its employees.

If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is reasonably valued at more than \$100 must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of CCM and your College or Centre.

When such a gift is accepted, you must promptly advise your Principal or Director (as appropriate). They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.

If you are offered a bribe (that is, anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal or Director.

Sometimes employees might, in the course of their work, win a prize or award of significant monetary value. Such prizes and awards are considered the property of the College and must be promptly advised to your Principal or Director who will determine how the prize or award should be treated and recorded.

7.3 Employee also a parent/carer

As an employee, you may also interact with a College or Centre in your capacity as a parent/carer. It is expected that such interactions will be in the capacity of a parent/carer only; however, such interactions must also be professional and consistent with obligations under this Code. Care must be taken not to interfere with teaching and learning or operational procedures. Any concerns regarding your own child need to be raised using the appropriate formal channels for parents/carers which have been put in place at the College and Centre level.

It is likely as part of your employment role you will become aware of information that is not known or accessible by parents/carers generally. Care must be taken in your capacity as a parent/carer to recognise appropriate boundaries and avoid acting on or sharing information that would not be accessible to a person who is not an employee.

Situations may arise where actions or decisions you are expected to take as part of your employment role directly involve or impact your own child at a College or Centre. Examples include: selection of student leaders; determination of awards or prizes; determining eligibility and allocating students for places or roles in sporting teams or extra-curricular activities; scheduling of student access to resources or services. You should avoid being involved in such decisions involving your own child, which may mean that you need to relinquish your involvement in the action or decision. Where it is not practical to avoid involvement in such situations completely, another member of staff should make decisions relating to your child and have those endorsed by your supervisor (or the Principal or Director).

8. Communication and information management

You can expect to have access to a wide range of information as part of your employment. Much of this information will be confidential or may be subject to copyright restrictions. You are expected to use established official communication procedures or protocols in fulfilling your responsibilities, recognising confidentiality and sensitivity in your discussions and disclosure of personal or corporate information. You must maintain records regarding your employment role using official corporate records systems. You are expected to comply with copyright law and usage conditions under copyright licensing arrangements.

8.1 Communication

You are required to comply with College or Centre policy or procedures or protocols relating to communication with parents or caregivers of students.

You should be mindful of confidentiality when in discussions with parents. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.

You should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised in accordance with grievance resolution procedures.

All matters discussed in staff meetings and staff memos (as with all internal workings of CCM and the College or Centre), are to be treated confidentially and not discussed with students, members of the College or Centre community, or the public. If the matters are designed to be shared to students or parents, then this will be explained as part of staff discussions.

If as well as being an employee you are a parent/carer, you need to ensure your communications with other parents/carers recognise appropriate professional boundaries (see also section 7.3 — Employee also a parent/carer).

News media should not be given access to students or allowed entry to a CCM College or Centre or workplace without the express permission of the CCM Chief Executive Officer. Only the Chief Executive Officer, or a delegate specifically appointed by the Chief Executive Officer, may make statements to the media on behalf of CCM or a College or Centre. The Principal may initiate 'good news' stories with media outlets.

In response to media requests, you should not make any comments to the media about CCM, the College, students or parents. Any such request is to be referred to the Principal or Director, who will in turn refer the request to CCM Chief Executive Officer. As an employee, you should, in general, avoid making comments to the media if you are identified, or may be identified, as an employee of your College, Centre or CCM.

8.2 Electronic communications and social media

CCM provides electronic communication facilities for employees and students for educational and administrative purposes. Data stored or transmitted using these facilities is monitored and may be viewed. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image or comment has been sent it can leave a permanent record (exists forever) with no way to recall it or remove it.

You must comply with CCM policies and local College or Centre or workplace procedures and protocols regarding the use of information and communication technology. This includes:

- (a) exercising good judgment when using electronic mail, following the principles of ethical behaviour;

- (b) using appropriate and professional language in electronic mail messages;
- (c) being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails will be discoverable (that is, the court and all parties to the dispute will be entitled to see them);
- (d) not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
- (e) not inviting students into your personal social networking site or accept an invitation to theirs;
- (f) not using personal social networking sites to email or contact students;
- (g) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- (h) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

You must never use CCM's networks to view, upload, download or circulate any of the following materials:

- (a) sexually related or pornographic messages or material;
- (b) violent or hate-related messages or material;
- (c) racist or other offensive messages aimed at a particular group or individual;
- (d) malicious, libellous or slanderous messages or material; or
- (e) subversive or other messages or material related to illegal activities.

Social Media includes any form of online publication or presence that allows interactive communication, including: social networking sites (such as Facebook, Twitter, LinkedIn, Snapchat); internal intranet portals; video and photo sharing websites (such as YouTube, Instagram, Pinterest); instant messaging (such as SMS, WhatsApp); geo-spacial tagging; location based dating apps; blogs; micro-blogging; podcasts; gaming platforms; wikis and online collaborations and forums; discussion boards and groups. The growing popularity and utility of social media as a communication and educational tool is evident. However, like all forms of communication it can be used in positive and negative ways. As a CCM employee you are personally responsible for all content you publish on social media platforms at any and all times (including outside working hours); in this context, you must not:

- (a) post material that is (or might be construed as) threatening, harassing, bullying, discriminatory or disparaging towards CCM overall or a College or Centre or workplace, a colleague or any other member of the wider College or Centre community; or
- (b) falsely imply that you are authorised to speak on behalf of CCM or the College or Centre or workplace; or
- (c) use or disclose on social media any confidential information or personal information obtained by you in your capacity as an employee.

As an employee you are personally responsible for content that you publish via electronic communications or on social media. You must exercise professional discretion and sound judgement in your use of electronic communications and social media, even for personal communications.

8.3 Privacy and confidential information

You must be aware of and comply with the CCM Privacy Policy and related procedures and protocols.

Confidential Information means all information concerning the affairs of CCM and/or the College or Centre that has been made available to you as an employee during the course of your employment with CCM, including Personal Information, but does not include information in the public domain (other than as a result of a breach of any duty of confidentiality).

You must only use confidential information for the work-related purposes for which it was intended. Sensitive and personal information should only be provided to people, either within or outside CCM or the College or Centre, who are authorised to have access to it.

Personal information is information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other CCM employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the College or Centre's work because of their expertise.

You must ensure confidential information, in any form, cannot be accessed by unauthorised people. Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal or Director.

8.4 Record keeping

All CCM employees have a responsibility to:

- a. create and maintain full, accurate, and honest records of their activities, decisions and other business transactions.
- b. capture or store records in the official CCM record systems.

You must not destroy or remove records without appropriate authority. You must only store records in the CCM approved record systems and you must not destroy or remove records without appropriate authority.

Supervisors have a responsibility to ensure that the employees reporting to them comply with their records management obligations.

Employees responsible for assessing and recording results for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and procedural requirements of CCM and the College or Centre.

You must maintain the confidentiality of all official information and documents which are not publicly available, or which have not been published.

8.5 Copyright and intellectual property

Intellectual Property means all statutory and other proprietary rights in respect of copyright and neighbouring rights, in relation to inventions, patents, registered and unregistered trademarks, registered and unregistered designs, utility models, know-how, trade secrets and rights to require information to be kept confidential, and all of the other rights arising from intellectual activity and rights to apply for the above.

You are expected to comply with copyright law when undertaking your employment duties. This includes fulfilling obligations under various copyright licencing and usage arrangements that may be in place at your College or Centre or workplace.

When creating material, you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third-party copyright/other rights included in materials.

CCM will be the intellectual property rights holder for learning resources or references as well as administrative or organisational materials in use within CCM. As an employee you may use CCM intellectual property in the course of your employment responsibilities and duties with CCM. However, formal permission is required to licence, assign or share CCM intellectual property with other parties.

Permission enquiries are to be directed to your Principal or Director on behalf of the CCM Chief Executive Officer.

If you develop material that relates to your employment with CCM (including your College or Centre or workplace), the copyright in that material belongs to the College. This may apply even if the material was developed in your own time or at home. All materials developed in this manner remain the intellectual property of CCM even after the conclusion of your employment.

You must not use CCM's intellectual property (including copyright materials) for private purposes either during or after employment with CCM without obtaining written permission from your Principal or Director (acting on behalf of the CCM Chief Executive Officer). You are advised that such permission might not be granted.



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