

Staff Code of Conduct

Purpose:	The purpose of this policy is to: (a) establish clear expectations for ethical, professional, and lawful conduct by all staff, contractors, and volunteers at Montessori International College (MIC); and (b) support MIC's duty of care to students, compliance with child protection, work health and safety, and education legislation, and the maintenance of a safe, respectful, and inclusive learning and working environment that upholds the values, philosophy, and reputation of the College.	
Scope:	This policy applies to: • All MIC staff, volunteers, and contractors The <i>Staff Code of Conduct</i>: • applies to all employees of the school whether employed on a permanent, temporary or casual basis; • does not attempt to provide a detailed and exhaustive list of what to do in every aspect of staff duties. Instead, it sets out general expectations of the standards of behaviour required; and • places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.	
Status:	☐ In review ☒ Approved	Supersedes: MIC Staff Code of Conduct 2023
Authorised by:	School Principal	Date of Authorisation: 02/02/26
References:	• Child Protection Act 1999 (Old) • Working with Children (Risk Management and Screening) Act 2000 (Old) • Education (General Provisions) Act 2006 (Old) • Work Health and Safety Act 2011 (Old) • Work Health and Safety Regulation 2011 (Old) • Privacy Act 1988 (Cth) • Copyright Act 1968 (Cth) • Criminal Code Act 1899 (Old) • Child Risk Management Strategy • Complaints Handling Policy • Whistleblower Policy	

	• Anti-Discrimination and Workplace Bullying Policy • Student Bullying Policy • Student Code of Conduct • Workplace Health and Safety Policy • Alcohol, Tobacco and Illicit Drugs Policy • Acceptable Use of Technology Policies • Privacy Policy	
Review Date:	Annually	Next Review Date: February 2027
Policy Owner:	Executive Leadership	

POLICY STATEMENT:

Montessori International College (MIC) is committed to ensuring that all staff, contractors, and volunteers conduct themselves in a manner that is lawful, ethical, professional, and consistent with the College's Montessori ethos and its obligations under Queensland and Commonwealth legislation.

MIC requires all staff to:

- act in the best interests of children and young people, including students and visitors, at all times;
- uphold their duty of care and child safety responsibilities;
- comply with all relevant education, child protection, workplace health and safety, privacy, and discrimination laws;
- maintain appropriate professional boundaries with students;
- act with integrity, respect, and accountability in all interactions; and
- comply with all College policies, procedures, and lawful directions.

This policy gives effect to MIC's obligations under relevant legislation and regulatory guidance, including (but not limited to) child protection, working with children screening, education governance, and workplace safety requirements. Breaches of this policy or the associated Code of Conduct may result in disciplinary action, up to and including termination of employment or engagement.

"A child is an eager observer and is particularly attracted by the actions of the adults and wants to imitate them. In this regard an adult can have a kind of mission. He can be an inspiration for the child's actions, a kind of open book wherein a child can learn how to direct his own movements. But an adult, if he is to afford proper guidance, must always be calm and act slowly so that the child who is watching him can clearly see his actions in all their particulars."

— Maria Montessori, *The Secret of Childhood*, pg 93

PROCEDURE

By accepting employment at MIC, all staff, volunteers, and contractors must be aware of and comply with this Code. Therefore, staff must:

- (a) conduct themselves, both personally and professionally, in a manner that upholds the ethos and reputation of the College;
- (b) comply with all of MIC's policies and procedures;
- (c) act ethically and responsibly, and
- (d) be accountable for their actions and decisions.

Contractors and Volunteers

Contractors, consultants and volunteers working at MIC must be aware of this Code and conduct themselves in a manner consistent with the conduct described in it.

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.

MIC staff who are responsible for engaging or managing external consultants, contractors, or volunteers must ensure that those individuals are informed of, and adhere to, MIC's expectations of conduct throughout their engagement.

General

This Code is not intended to be contractual in nature and does not impose any contractual obligations on MIC. MIC reserves the right at its sole discretion to vary or cancel this Code at any time.

Nothing in this Code should be taken to limit the circumstances in respect of which MIC may take disciplinary action in respect of an employee.

This Code is presented in the following sections:

- [SECTION 1 - Staff Expectations](#)
- [SECTION 2 - Breaches of Conduct](#)
- [SECTION 3 - Required Reporting](#)
- [SECTION 4 - Respect for People](#)
- [SECTION 5 - Duty of Care and WHS](#)
- [SECTION 6 - Professional Relationships](#)
- [SECTION 7 - Appropriate use of IT](#)
- [SECTION 8 - Alcohol, Drugs, and Tobacco](#)
- [SECTION 9 - Conflicts of Interest](#)
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SECTION 1 - STAFF EXPECTATIONS

- a) Staff are required to be familiar with, and comply with, MIC's policies and procedures, including those relevant to their role as well as college-wide policies.

These policies and procedures are made available through induction, training and development programs, and via MIC's approved communication channels and Staff Google Drive.

- b) Where uncertainty exists regarding the scope or application of a policy or procedure, clarification must be sought from the Principal or their delegate.
- c) Staff are expected to be familiar with, and comply with, the legislative requirements applicable to their employment.
- d) In fulfilling their role, staff are expected to:
 - i. perform their duties to the best of their ability and be accountable for their performance;
 - ii. follow reasonable instructions issued by the Principal or their delegate;
 - iii. comply with all lawful directions;
 - iv. carry out their duties in a professional, competent, and conscientious manner, including participating in relevant professional learning to maintain and improve knowledge and skills;
 - v. act honestly and in good faith in the performance of their duties;
 - vi. act courteously and professionally in interactions with colleagues, students, parents, and members of the public;
 - vii. work collaboratively and respectfully with colleagues; and
 - viii. ensure that their conduct, whether during or outside working hours, is consistent with MIC's ethos and does not adversely affect the reputation of the College.

SECTION 2 - BREACHES OF CONDUCT

- a) All staff hold positions of trust and are accountable for their conduct and professional decision-making.
- b) Any breach, or suspected breach, of this *Code* will be assessed having regard to the nature, seriousness, and circumstances of the conduct.
- c) In determining an appropriate response to a breach of this *Code*, MIC may consider factors including, but not limited to:
 - o the seriousness and impact of the conduct;
 - o the level of risk posed to students, staff, or other members of the College community;
 - o whether the conduct represents a single incident or a repeated pattern of behaviour;
 - o the likelihood of the conduct recurring; and
 - o whether the breach constitutes misconduct or serious misconduct under relevant industrial or employment frameworks.
- d) Where a breach of this *Code* is substantiated, MIC may take action that is reasonable and proportionate to the circumstances. This may include management or remedial action, additional training, formal disciplinary action, or termination of employment or engagement, in accordance with applicable legislation, industrial instruments, and MIC's policies and procedures.

SECTION 3 - REQUIRED REPORTING

- a) MIC is committed to providing clear, safe, and accessible pathways for reporting

concerns relating to conduct, compliance, and risk.

- b) Staff are required to report suspected breaches of this *Code* in accordance with the reporting pathways outlined in this section. Where a concern relates to the conduct of a supervisor or member of the Executive Leadership Team, or where it is not appropriate to raise the matter through standard management channels, reporting must occur in accordance with the College's Complaints Handling Policy and/or Whistleblower Policy, as applicable.
- c) Staff are required to report certain information to the College as outlined below.

Reporting of Serious Offences

- d) All employees are required to inform the Principal if they are charged with or convicted of a serious offence (being an offence punishable by 12 months or more imprisonment). Employees must also inform the Principal if they become subject to an Apprehended Violence Order.

Reporting of Serious Crimes

- e) Where, in the course of employment, an employee becomes aware of a serious crime committed by another person, the matter must be reported to the Principal. The Principal may be required to notify external authorities, including the Queensland Police Service.

Child Safety and Reportable Conduct

- f) Employees must report to the Principal:
 - o any concern regarding the safety, welfare, or wellbeing of a child or young person;
 - o any concern regarding the inappropriate actions of an employee, contractor, or volunteer involving a child or young person;
 - o any concern that an employee, contractor, or volunteer has engaged in *reportable conduct*, or any allegation of reportable conduct that has been disclosed;
 - o knowledge that an employee, contractor, or volunteer has been charged with or convicted of an offence (including a finding of guilt without conviction) involving reportable conduct; and
 - o any allegation of reportable conduct made against the employee themselves, whether or not the allegation relates to their employment at the College.

Mandatory Reporting Obligations

- g) All MIC staff have mandatory reporting obligations under child protection legislation where there are reasonable grounds to suspect that a child under the age of 18 years is at risk of significant harm and there are current concerns for the child's safety, welfare, or wellbeing. These obligations apply at all times and are managed in accordance with MIC's Child Protection Policy.

SECTION 4 - RESPECT FOR PEOPLE

A respectful, inclusive, and psychologically safe workplace and learning environment is

central to the Montessori ethos. Daily interactions among staff, students, families, and the wider community reflect on the reputation of the College. Accordingly, all staff are expected to act in a courteous, respectful, and professional manner in all interactions, whether in person or through digital and written communication.

- a) All staff are expected to conduct themselves in a manner that reflects MIC's values, supports positive relationships, and contributes to a culture of mutual respect and professional integrity.

Professional Conduct and Role Modelling

- b) All MIC staff and associates hold a responsibility to model respectful behaviour, self-regulation, and appropriate interpersonal boundaries. Through consistent conduct, language, and decision-making, staff contribute to a learning environment that supports students' social, emotional, and personal development, consistent with Montessori principles of dignity, independence, and respect for the individual.

Respectful Interactions

- c) All staff are required to treat colleagues, contractors, students, parents, and members of the community with respect and courtesy.
- d) Verbal, non-verbal, or physical behaviour that is rude, insulting, aggressive, abusive, threatening, intimidating, or derogatory will not be tolerated.
- e) This standard applies equally to conduct using information and communication technologies, including email, mobile phones, messaging platforms, social media, and other online or digital forums. Inappropriate or harmful conduct through digital means constitutes a breach of this *Code*.

Discrimination, Harassment, and Bullying

- f) Staff must not engage in discrimination, harassment, or bullying of any employee, contractor, student, or parent for any reason. Obligations in this regard, including prohibited grounds of discrimination, are set out in the MIC's Anti-Discrimination and Workplace Bullying Policy.
- g) Unlawful discrimination or harassment may constitute an offence under state or Commonwealth anti-discrimination legislation. Bullying behaviour may also constitute a breach of obligations under work health and safety legislation and/or a breach of the duty of care owed to others.

Raising Concerns

- h) Staff are expected to be familiar with the MIC's Anti-Discrimination and Workplace Bullying Policy. Where concerns arise regarding discrimination, harassment, or bullying, staff may:
 - o where appropriate and safe to do so, clearly indicate that the behaviour is unwelcome or offensive, and seek guidance from a supervisor or member of the Executive Leadership Team; and/or
 - o raise the matter as a grievance in accordance with the College's grievance resolution processes, as soon as practicable after the incident or incidents occur.

College Response

- i) MIC takes all reports of discrimination, harassment, or bullying seriously and will respond in a manner that is fair, timely, and proportionate to the circumstances.
- j) Where such conduct is substantiated, MIC may take appropriate management, remedial, or disciplinary action, up to and including termination of employment or engagement. Where appropriate, and having regard to the nature of the matter, early resolution or mediation may be facilitated by a line manager or the Principal. Early reporting is encouraged, as many issues can be resolved effectively at an early stage.

False or Misleading Complaints

- k) The making of a complaint that is knowingly false, misleading, or exaggerated is regarded as a serious matter and may result in disciplinary action, including termination of employment or engagement.

SECTION 5 - DUTY OF CARE AND WORK HEALTH AND SAFETY

MIC requires staff to uphold their duty of care to students in their charge and to take all reasonable steps to protect students from risks of harm that can be reasonably foreseen. This duty arises under common law and is reflected in relevant education, child safety, and workplace health and safety legislation.

The duty of care encompasses a wide range of matters, including, but not limited to:

- the provision of adequate and appropriate supervision;
- ensuring that grounds, premises, and equipment are safe for student use;
- implementing strategies to prevent bullying and other forms of harm; and
- providing medical assistance where competent to do so, or promptly seeking appropriate assistance for students who are injured or unwell while at MIC.

Duty of Care

- a) Staff have a duty of care to students in their charge to take all reasonable steps to protect them from risks of harm that can be reasonably predicted, including risks arising from known hazards and foreseeable situations. The standard of care required, including the level and nature of supervision, must be appropriate to the students' age, maturity, ability, and the context of the activity.
- b) The duty of care applies during all activities and functions conducted or arranged by MIC, whether on or off campus. Risks associated with any activity must be identified, assessed, and managed prior to the activity being undertaken, in accordance with MIC's risk management processes.
- c) Staff are expected to be familiar with, and comply with, MIC's policies, guidelines, and supporting materials relating to duty of care, excursions, off-campus activities, inter-school activities, and work health and safety.
- d) In addition to their duty of care to students, staff have obligations under the *Work Health and Safety Act 2011 (Qld)* and *Work Health and Safety Regulation 2011 (Qld)* to take reasonable care for their own health and safety while at work, and to ensure that their acts or omissions do not adversely affect the health and safety of others, including students, colleagues, and members of the school community.

- e) Considerations of safety extend to both physical and psychological wellbeing. This includes recognising and responding to psychosocial hazards, such as stress, bullying, harassment, and unsafe workplace practices.
- f) Staff are required to comply with MIC's work health and safety policies and procedures and to participate in relevant training, instruction, and risk management activities.

Supervision of Students

- g) Staff must take all reasonable steps to ensure that students are not exposed to unnecessary or avoidable risks of injury or harm.
- h) Staff are required to be familiar with, and comply with, MIC's emergency management arrangements, including evacuation and lockdown procedures.
- i) Students must not be left unsupervised, either within or outside scheduled class time. Staff are expected to be punctual and attentive in relation to all allocated supervision duties.
- j) During before-school, after-school, and extracurricular activities, staff are required to remain with students until they are collected or otherwise released in accordance with MIC's procedures. Where a student is not collected as expected, appropriate escalation and supervision arrangements must be followed.
- k) Playground supervision forms a core component of staff responsibilities and must take precedence over other tasks. Active supervision is required, including vigilance, movement within the supervision area, and timely response to emerging risks.
- l) Staff are required to remain alert to bullying or other discriminatory behaviour and to take appropriate action in accordance with MIC's student behaviour, wellbeing, and child protection policies.
- m) Where a student is ill or injured, the supervising staff member is responsible for ensuring that appropriate care is provided and that additional assistance is sought in accordance with MIC's procedures.
- n) Staff must be familiar with, and comply with, the MIC's requirements for the storage, handling, and administration of medication to students, in accordance with relevant policies and legislative obligations.

SECTION 6 - PROFESSIONAL RELATIONSHIPS

All staff are required to behave in ways that promote the safety, welfare, and wellbeing of children and young people. Staff must take active steps to prevent harm and to respond appropriately where harm is suspected or has occurred.

While not all staff have direct supervision or teaching responsibilities, all staff are required to understand and comply with the MIC's child protection, professional boundaries, and safeguarding requirements.

Professional Boundaries and Supervision

- a) Staff must maintain clear professional boundaries in all interactions with students. This includes avoiding situations that could reasonably be perceived as inappropriate, unsafe, or compromising. In particular:
 - o staff should avoid being alone with a student in an enclosed or isolated

space; where one-to-one interaction is required, it should occur in an open or observable setting wherever practicable;

- private conversations with students must be conducted in a manner that minimises risk to both the student and staff member;
- students must not be transported in private vehicles except in accordance with MIC authorisation and emergency procedures; and
- when managing student property, items should be requested rather than physically taken, unless immediate safety concerns require otherwise.

Physical Contact

- b) Physical contact with students must be appropriate, reasonable, and directly related to a legitimate educational, wellbeing, or safety purpose. Accordingly:
- physical punishment of any form is strictly prohibited;
 - necessary physical contact during learning activities, first aid, or care must be explained to the student and undertaken with care and consent where possible;
 - assistance with personal care must be managed sensitively and in accordance with individual student plans where applicable;
 - reasonable physical intervention may be used only to prevent harm, and must align with MIC's behaviour management practices and be documented.

Relationships and Conduct

- c) Staff must not engage in romantic, sexual, or overly familiar relationships with students. This prohibition applies regardless of consent, age, gender, or parental knowledge. Staff must not:
- develop personal relationships with students that extend beyond a professional context;
 - engage in private social activities, tutoring, or coaching with students outside approved College arrangements;
 - connect with students through personal social media or electronic communication platforms;
 - give gifts to students, or accept gifts in a manner that could compromise professional judgement; or
 - place themselves in situations of actual or perceived conflict of interest involving students.
- d) Staff must use respectful, appropriate language at all times and must avoid favouritism, sarcasm, derogatory remarks, or inappropriate personal disclosures.

Cultural Awareness

- e) Staff are expected to act with cultural sensitivity and awareness, recognising that cultural and community contexts may influence how behaviour is interpreted, while maintaining consistent professional standards.

Child Protection and Reportable Conduct

- f) Staff must comply with the MIC's Child Protection Policy and all mandatory reporting obligations under relevant child protection legislation, including the *Child Protection Act 1999 (Qld)*, *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, and associated education and criminal legislation.

- g) Concerns relating to *reportable conduct* must be reported in accordance with Section 3 of this *Code* and relevant College policies. Reportable conduct includes:
 - o sexual offences or misconduct involving a child;
 - o assault, ill-treatment, or neglect of a child; and
 - o behaviour that causes psychological harm to a child.
- h) Reasonable conduct undertaken for the purposes of discipline, care, or management of students, and reasonable physical intervention that is trivial or proportionate in the circumstances, does not constitute reportable conduct where managed and documented appropriately.

SECTION 7 - APPROPRIATE USE OF IT AND SOCIAL NETWORKING

- a) MIC provides electronic communication and information technology facilities for educational, operational, and administrative purposes and may monitor, access, and review data stored on or transmitted through its systems in accordance with applicable legislation and MIC policy.
- b) Electronic communication is, by its nature, rapid and informal. Staff are reminded that electronic communications and digital content may be permanent, discoverable, and capable of being reproduced or shared beyond their original context.

Acceptable Use

- c) Staff are required to comply with MIC's Acceptable Use of Technology Policies at all times. This includes, but is not limited to:
 - o exercising sound judgement and ethical behaviour when using email and other electronic communication tools;
 - o using professional, respectful, and appropriate language in all electronic communications;
 - o recognising that electronic communications may be subject to disclosure in legal or regulatory proceedings;
 - o refraining from sending or transmitting content that is harassing, discriminatory, defamatory, threatening, abusive, or obscene;
 - o maintaining professional boundaries by not inviting students to join personal social networking accounts or accepting invitations from students;
 - o not using personal or social networking platforms to contact students outside approved MIC systems or arrangements;
 - o not transmitting, storing, promoting, or displaying material that is offensive, defamatory, or harassing; and
 - o reporting suspected or actual misuse of electronic communication systems or social networking platforms in accordance with MIC reporting processes.

Prohibited Use

- d) MIC's electronic networks and systems must not be used to view, upload, download, store, transmit, or circulate:
 - o sexually explicit or pornographic material;
 - o violent, extremist, or hate-related material;
 - o racist or otherwise offensive material directed at an individual or group;
 - o malicious, libellous, or slanderous material; or

- material that promotes, facilitates, or is connected with unlawful activity.

SECTION 8 - ALCOHOL, DRUGS, AND TOBACCO

Work health and safety is of fundamental importance to Montessori International College. Maintaining a safe working and learning environment requires the ongoing cooperation of all staff and compliance with applicable work health and safety legislation and College policies, including the Alcohol, Tobacco and Illicit Drugs Policy.

Fitness for Work

- a) Staff are responsible for ensuring that their capacity to perform their duties safely and effectively is not impaired by the use or misuse of alcohol, drugs, vaping products, or other substances. This includes illegal drugs, non-prescribed or restricted substances, e-cigarettes or vaping devices, and prescribed medications where use or misuse may impair judgement, coordination, alertness, or behaviour.
- b) Staff must not engage in conduct that places their own health and safety, or the health and safety of students, colleagues, or others, at risk.

Substance Use Obligations

- c) Staff must:
 - not attend work while under the influence of alcohol, illegal drugs, non-prescribed or restricted substances, vaping products, or prescribed medications that impair their capacity to perform their role safely;
 - not consume alcohol, illegal drugs, or non-prescribed or restricted substances while at work or while undertaking College duties;
 - notify an appropriate member of the College's leadership team where the use of a prescribed medication may reasonably be expected to adversely affect work performance, judgement, or safety;
 - take reasonable steps to address any alcohol or other drug-related issues that may affect their work; and
 - raise concerns through appropriate channels where there is a reasonable belief that another staff member's substance use may pose a risk to health, safety, or wellbeing.

Drugs

- d) Staff must not:
 - possess illegal drugs while at work or on MIC premises. Any illegal drugs found on College property or in the possession of any person on College premises may result in disciplinary action, including termination of employment or engagement and referral to police;
 - supply, administer, encourage, or condone the use of illegal drugs or restricted substances by students or other staff; or
 - supply or administer prescription or non-prescription medication to students except where authorised and in accordance with MIC policies and procedures.

Alcohol

- e) Alcohol must not be brought onto MIC premises or consumed during school hours or at MIC functions where students are present, including activities conducted off campus, unless expressly authorised by the Principal in accordance with MIC policy.
 - o For the purposes of this section, a College function includes any activity organised by, or conducted in the name of MIC, including excursions, sporting events, ceremonies, and fundraising activities.
- f) Staff must not purchase alcohol for, supply alcohol to, or encourage or condone the consumption of alcohol by any student or any person under the age of 18 years.

Tobacco and Smoking

- g) Smoking, vaping, and the use of tobacco or e-cigarette products is prohibited in all College buildings, enclosed areas, and on College grounds. This includes buildings, outdoor areas, vehicles, and car parks.
- h) Staff must not purchase, supply, or provide tobacco products, vaping devices, e-cigarettes, or related products to any student.

SECTION 9 - IDENTIFYING AND MANAGING CONFLICTS OF INTEREST

Private interests may, or may be perceived to, influence a person's capacity to perform their duties objectively and in the best interests of MIC. The identification, disclosure, and appropriate management of conflicts of interest are essential to maintaining integrity, transparency, and public confidence in the College.

- a) Staff must not act in a manner that gives rise to an actual, potential, or perceived conflict between their personal interests and the interests of the College. Conflicts of interest may be:
 - o pecuniary, including financial gain or loss, or other material benefits; or
 - o non-pecuniary, including personal relationships, affiliations, favours, or other associations.
- b) Conflicts of interest may arise not only from a staff member's own interests, but also from the interests of:
 - o immediate family members or close relatives, where those interests are known;
 - o business partners, professional associates, or organisations with which the staff member is connected; or
 - o close personal relationships or friendships.
- c) Where an actual, potential, or perceived conflict of interest arises, it must be disclosed as soon as practicable and managed in accordance with College governance arrangements. Disclosure must be made to the Principal or an appropriate delegate, and the staff member must comply with any reasonable direction given to manage or mitigate the conflict.
- d) Staff are also required to raise concerns where another staff member, supervisor, or colleague has an identified conflict of interest that is, or may reasonably be perceived as, influencing decision-making, processes, or outcomes.

SECTION 10 - DECLARING GIFTS, BENEFITS, AND BRIBES

Staff may, from time to time, be offered a gift or benefit in connection with their role at MIC. While there may be circumstances where declining a gift could reasonably be perceived as discourteous, staff are required to exercise sound judgement and act in a manner that protects their integrity and the reputation of the College.

- a) Any offer of a bribe (i.e., anything offered with the intention of improperly influencing decision-making or conduct) must be refused and reported immediately to the Principal or Leadership team.
- b) The acceptance of gifts or benefits may create an actual, potential, or perceived conflict of interest by giving rise to a sense of obligation or undermining impartiality. Staff must not place themselves in a position where it could reasonably be perceived that an individual or organisation is influencing, or seeking to influence, the decisions or actions of MIC or its staff.
- c) Where a gift or benefit is offered, staff must consider the nature, value, purpose, and circumstances of the offer before accepting it.
- d) Gifts or benefits of more than nominal value must not be retained as personal property. In such circumstances, the gift should be declined or accepted on behalf of the College.
 - For the purposes of this Code, a nominal gift or benefit is one with a value of up to \$50.
 - Gifts or benefits of nominal value only may be accepted where they are:
 - infrequent,
 - modest in value,
 - offered as a genuine token of appreciation, and
 - unlikely to influence, or be perceived to influence, decision-making.
- e) All accepted gifts or benefits must be disclosed in accordance with MIC's governance requirements. The College will determine how the gift or benefit is to be managed, recorded, or disposed of, including whether it is treated as a donation or recorded in an appropriate register.
- f) Prizes of significant monetary value received in the course of employment or engagement with MIC are generally regarded as the property of the College and must be disclosed and managed in accordance with College requirements.

SECTION 11 - COMMUNICATION AND PROTECTING CONFIDENTIAL INFORMATION

Effective communication and information handling are essential to maintaining trust, safeguarding students, and meeting the College's legal and regulatory obligations.

Communication

- a) Staff are required to comply with the College's communication governance arrangements, including approved communication protocols and guidance, in accordance with the *Education (General Provisions) Act 2006 (Qld)* and relevant regulatory requirements.

- b) Staff must exercise care and discretion when communicating with parents and caregivers, particularly where matters involve student wellbeing, staff conduct, or sensitive information. Confidentiality cannot be guaranteed where disclosure is required to meet mandatory reporting or information-sharing obligations under the *Child Protection Act 1999 (Qld)* or other applicable legislation.
- c) Personal information relating to staff members, including information about employment or performance, must not be disclosed to students, parents, or third parties except where disclosure is lawful and authorised, including in the context of grievance resolution or regulatory compliance, consistent with privacy legislation.
- d) Information shared in staff meetings, internal communications, or staff documentation is to be treated as confidential and must not be disclosed outside the College unless authorised or required by law, including under the *Privacy Act 1988 (Cth)* or other applicable legislation.
- e) Engagement with media, including access to students or commentary on College matters, must occur only in accordance with College authorisation and governance arrangements. Unauthorised media engagement may compromise student safety, privacy, and the College's regulatory obligations and is not permitted.

Confidential Information

- f) Confidential information must be used solely for legitimate work-related purposes and handled in a manner that protects privacy, dignity, and security, consistent with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles.
- g) Unless authorised by legislation or College governance arrangements, confidential information must not be disclosed, accessed, or used without appropriate authority.
- h) Staff are required to take reasonable steps to prevent unauthorised access to confidential information, whether held in digital, written, or verbal form. This obligation supports compliance with privacy legislation and with duties under the *Work Health and Safety Act 2011 (Qld)* to manage psychosocial and information-related risks.

Privacy and Personal Information

- i) Privacy obligations do not prevent information sharing where required to protect a child.
- j) Personal and sensitive information relating to students, parents, staff, or other individuals must be collected, accessed, used, stored, and disclosed lawfully and fairly, in accordance with the *Privacy Act 1988 (Cth)*, the Australian Privacy Principles, and any applicable Queensland privacy requirements.
- k) Access to personal information must be limited to individuals who require the information to perform their duties or to provide professional assistance consistent with the College's functions. Staff are expected to exercise sound judgement and discretion when discussing personal information, even within the College, recognising the ongoing duty to protect privacy and confidentiality.

SECTION 12 - RECORD KEEPING

Maintaining accurate, reliable, and secure records to support accountability, transparency,

and compliance with legislative and regulatory obligations.

- a) MIC staff are responsible for creating, maintaining, and managing full, accurate, and honest records of their activities, decisions, and transactions undertaken in the course of their duties. Records must be captured and stored in approved MIC record-keeping systems in accordance with governance requirements and relevant legislation, including the *Education (General Provisions) Act 2006 (Qld)*.
- b) MIC records must not be altered, destroyed, removed, or disposed of except where authorised and in accordance with College governance arrangements and applicable legislative requirements, including obligations relating to evidence preservation, privacy, and regulatory compliance.
- c) Staff with supervisory or leadership responsibilities are required to ensure that record-keeping obligations are understood and met within their areas of responsibility, including through appropriate oversight and guidance.
- d) Records relating to student assessment, progress, and outcomes must be completed accurately, fairly, and consistently, and maintained in accordance with MIC's policies and applicable education and regulatory requirements.
- e) All records and official information that are not publicly available must be handled and stored in a manner that protects confidentiality and privacy, consistent with obligations under the *Privacy Act 1988 (Cth)*, the Australian Privacy Principles, and child protection legislation where applicable.

SECTION 13 - COPYRIGHT AND INTELLECTUAL PROPERTY

MIC is committed to respecting intellectual property rights and to the lawful creation, use, and protection of copyright and other intellectual property in accordance with applicable legislation.

- a) When creating, using, or sharing materials in the course of employment or engagement with MIC, staff must ensure that the intellectual property rights of others are not infringed. This includes complying with the *Copyright Act 1968 (Cth)* and ensuring that any third-party copyright or other intellectual property rights incorporated into materials are appropriately acknowledged and recorded.
 - For example, when preparing lesson materials, presentations, newsletters, learning resources, or online content, staff must not reproduce images, videos, music, text, worksheets, or assessment materials sourced from books, websites, subscription platforms, or social media unless the material is:
 - covered by a valid educational licence or permission,
 - used in accordance with copyright exceptions under the *Copyright Act 1968 (Cth)*, and
 - appropriately acknowledged or attributed where required.
 - Similarly, staff must ensure that third-party materials used in MIC publications, marketing materials, parent communications, learning management systems, or digital platforms are licensed for use and recorded in accordance with MIC's requirements.
- b) The sharing, publication, licensing, or external use of the MIC's intellectual property must occur only in accordance with MIC's governance arrangements and applicable legal requirements.
- c) MIC's intellectual property must not be assigned, transferred, or otherwise disposed

- of except in accordance with lawful authority and MIC's approval processes.
- d) Intellectual property, including copyright, created by staff in the course of their employment or engagement with MIC generally vests in the College, consistent with the *Copyright Act 1968 (Cth)*.
 - e) Where staff create materials outside paid working hours and using their own resources, ownership may be retained by the staff member where this is consistent with College policy or approved guidelines.
 - f) MIC's intellectual property must not be used for private, commercial, or non-College purposes without appropriate authorisation.
 - g) Where there is uncertainty regarding ownership or use of intellectual property, staff are encouraged to seek clarification from the Principal or a nominated delegate.

SECTION 14 - DECLARATION

I (Name) _____ have read,
understood and agree to comply with the terms of this Code of Conduct.

Signed _____ Dated _____