

Mandatory Training

All staff including those working during school hours through the P and C Association are required to complete all mandatory training modules as indicated in the annual ready reckoner published by DOE. [Manual Annual Training-Ready Reckoner 2024](#)

Code of Conduct and Standard of Practice

The code emphasises integrity and impartiality, promoting the public good, commitment to the system of government, accountability and transparency.

We are all expected demonstrate a commitment to the highest ethical standards, management of conflict of interest, contributing to public discussion in an appropriate manner, managing participation in external organisations, and demonstrating a high standard of workplace behaviour and personal conduct.

We ensure that we commit to excellence in service delivery, appropriate community engagement, and work to contribute to our school and Department as an integrated service.

We commit to our roles in the public service, maintain appropriate relationships with staff and Ministerial staff, and ensure proper communication with Members of Parliament.

We ensure diligence in public administration, transparency in our business dealings, appropriate use of official resources, public property and facilities, appropriate use and disclosure of official information and commit to innovation and continuous performance improvement.

Key factors include making sure we know, understand and apply the principles and practices for

- Privacy and confidentiality
- Child safety and protection, and mandatory reporting
- Workplace Health and Safety

[Code of Conduct](#) [Standard of Practice](#)

Staff contact details kept confidential

FOR PRIVACY REASONS, STAFF DO NOT PROVIDE EMAIL ADDRESSES, MOBILE, HOME LANDLINE, OR DIRECT CLASS LANDLINE DETAILS, OR HOME ADDRESSES, TO STUDENTS OR THEIR FAMILIES.

Student Protection Training

All staff complete Student Protection Training and are reminded of our professional obligations to report disclosures or suspicions of neglect or abuse. Staff should keep in prompt contact with a member of the leadership team – Principal or Deputy Principal – to discuss concerns and for assistance in decision-making and report preparation. Reports known as an SP4 are prepared on OneSchool for the Principal to review and submit on the same day. ***Curriculum Risk Assessment CARA Training***

The minimum CARA training involves completion of:

- The relevant training course on QLearn CARA training course—search for 'curriculum activity risk assessment' or if applicable,
- CARA refresher training course—search for 'curriculum activity risk assessment refresher' (available from 26/11/2021).

Curriculum risk assessments are completed on OneSchool by lead teachers for each program, taking note of individual student supports and requirements. Risk assessments need to be published on OneSchool and the Principal or delegate notified at work one week in advance of an activity commencing so that approval is finalised and all staff involved have had opportunity to study and be briefed on their obligations prior to undertaking the activity.

Allegations against an employee and the iRefer system

Staff are reminded of the details within the Code of Conduct training and our shared obligations for safety for students and staff. Any concerns regarding harm, physical, psychological or sexualised, of a student or staff member, should be referred to the Principal and reports made as per DOE policy. The

iRefer process is followed on One Portal as applicable. SP4 notifications are completed regarding concerns of abuse or neglect of a student.

The iRefer system accessible through OnePortal provides the Department of Education system for reporting incidents or issues of concern. Staff are invited to seek guidance from the Principal or a member of the Leadership team as needed. Notifications registered on iRefer are considered and acted upon as needed by the Integrity arm of the Department. The intention is to keep us all safe and to enable reporting and rectification of actions or behaviours that are against the Code of Conduct, and/or contrary to law.