

## CODE OF CONDUCT FOR EMPLOYEES AND CONTRACTORS

Contractors and employees of G.A.T.E.WAYS will be provided with a copy of the Code of Conduct and are expected to conduct themselves in a manner consistent with the conduct described within it.

### PROTOCOL IN SCHOOLS

- Report to Reception on arrival.
- All presenters and supervisors must wear a G.A.T.E.WAYS lanyard. All schools also require presenters to sign in and out, and to wear a visitors' pass.
- Presenters should be responsible for providing all their own workshop materials and are not to use the school photocopier or other school equipment unless previously arranged.
- Do not request that a host school provide equipment (e.g. data projectors) unless it is going to be used.
- Be aware of and sensitive to the host school's idiosyncrasies.
- Do not make demands if facilities are not perfect. **Please remember we are guests** in the school. Any requests must go through the G.A.T.E.WAYS supervisor on the day.

### PROTOCOL IN THE STAFF ROOM

- Ensure that any discussion of workshop participants, or complaints of any sort are not discussed in the presence of host school staff.
- Ensure that the nature of conversation is appropriate.
- Ensure that all conversations are respectful and professional
- Wash up and dry any dishes from morning tea and lunch.
- Staff members must maintain the confidentiality of all official documentation and information.

### USE OF MOBILE PHONES AND ELECTRONIC SOCIAL NETWORKING

- Mobile phones should be switched to silent during a session time. If expecting a call on an urgent matter, presenters should leave their phone with the supervisor.
- Staff must not invite students to join their personal electronic social networking site or accept students' invitation to join theirs.
- Before taking photos of students, ensure that parental permission has been granted. Delete the photos immediately after they have been forwarded to the office.

### DRESS CODE

All representatives of G.A.T.E.WAYS are expected to dress neatly. Except for outdoor or physical activities, G.A.T.E.WAYS requests that personnel **do not wear jeans, track suits or runners**. Any tattoos should not be visible. Please be aware that some independent schools have a more formal dress code.

### PUNCTUALITY

- Presenters and assistants should make allowances for peak-hour traffic and unexpected delays. Please arrive at the venue one hour prior to the commencement of the program. This allows time for workshop set-up, time to locate playground, staffroom and toilets and to familiarise yourselves with evacuation procedures
- Staff should arrive punctually to class and to any allocated supervision.
- Presenters should ensure that they have their supervisor's phone number prior to the commencement of the program. Please advise the supervisor as soon as you arrive at the school.

## DURING THE PROGRAM

- On the way to the classroom at the start of the day please point out the toilets to the children. Also let them know that they must go to the toilet in pairs. **Take the roll at the start of the day and after all breaks.** Report any discrepancies to the supervisor.
- If a student is absent during the program, consider arrangements to pass on any materials. These can be given to the supervisor for posting. G.A.T.E.WAYS may occasionally request that a presenter ring or email the parents to pass on information.
- Please direct any parent queries or correspondence to the office.
- Presenters are not permitted to dispense any medication. If a child needs to take medicine, he/she must self-administer or the parents must return to the venue during the program to administer.
- In a life-threatening emergency, presenters may dispense medicine. For example, in the case of anaphylactic shock, adrenaline via an EpiPen may be given. All presenters and supervisors should have a current Certificate of Anaphylaxis Management (22300VIC). G.A.T.E.WAYS also has a short video and training EpiPen that can be borrowed (for more details refer to Anaphylaxis Management Policy).
- At the end of the workshop, please make sure that the room is left as it was found and that all heaters and lights are switched off, and windows closed.
- If equipment or furniture is moved, please ensure that everything is returned to its proper place and that rooms and whiteboards are left clean. Clean tabletops if necessary.
- Please do not write on interactive whiteboards with regular whiteboard markers.
- Staff should avoid situations where they are alone in an enclosed space with a student.
- When speaking with students or within earshot of students, care must be taken to use the appropriate language.

## WORK HEALTH AND SAFETY ISSUES

Contractors and Employees of G.A.T.E.WAYS have a duty of care to students in their charge. That duty is to take all reasonable steps to protect students from risks and harm that can be reasonably predicted.

- Any foodstuffs used in a program must be approved by G.A.T.E.WAYS **before** the program is advertised.
- Presenters should check their rolls for medical and other important conditions prior to the commencement of the program
- Presenters must **not have hot drinks** in the classroom and any other areas where children gather. **This is a Health and Safety regulation in all schools.**
- Presenters should complete a Risk Assessment Form and follow recommended strategies.
- Children must be escorted to and from the playground at break times
- Students must be supervised at all times, inside and outside the classroom. Where students may be working in multiple areas, teachers will undertake regular supervision of groups to ensure their safety.
- Presenters must escort children to the pick-up point for collection by parents and should remain with students until they have all been collected.
- Presenters must be aware of the whereabouts of every child in their workshop at all times
- Staff should actively supervise the designated area, be vigilant and constantly moving around.
- Presenters should be familiar with and comply with the host school's Evacuation procedures and evacuation point.

## DISCIPLINE

Presenters must not tolerate any disruptive behaviour. **It is vital** that the **G.A.T.E.WAYS supervisor is informed** so that they may follow the procedure for dealing with behavioural concerns (see flow chart below). In the event of a serious discipline problem which needs to be followed up, presenters are requested to complete a Presenters' Feedback Form and forward it to G.A.T.E.WAYS immediately.

## **MANDATORY REPORTING**

Employees and contractors of G.A.T.E.WAYS must report to Jill or Meg:

- Any concerns they may have about the safety, welfare and wellbeing of a child.
- Any concerns they may have about the inappropriate actions of any other employee or contractor of G.A.T.E.WAYS.

## **COMMUNICATING WITH PARENTS AND SCHOOLS**

- Under no circumstances should presenters contact parents or a student's school (for example if there is a problem child in the workshop) directly. If this is necessary, please contact the
- G.A.T.E.WAYS office. Presenters may have informal discussions about a child's participation with parents in the 15 minutes following a program.
- Presenters should not give parents their personal email addresses. Any correspondence with parents must go through the G.A.T.E.WAYS Co-ordinator or Directors.
- G.A.T.E.WAYS staff should not engage with parents about complaints regarding their children's schools. G.A.T.E.WAYS relies on its good relationship with host and participating schools. Such discussions could damage that relationship. Refer any issue to co-ordinator/Directors.
- Any issue of administration, including payments, refunds, cancellations, missed sessions and requests for session substitute classes, must be referred directly to the Directors. Do not offer any opinion about these issues, or advice, directly to parents.
- All teacher-enrolled programs require teacher nomination prior to acceptance into the program. Presenters must not use their position as a G.A.T.E.WAYS presenter to leverage entry for their child into the program. G.A.T.E.WAYS does not give preferential treatment to any one student over another. We encourage you to advocate for your child as a parent but not as a representative of G.A.T.E.WAYS. The ultimate decision about who will be nominated for G.A.T.E.WAYS rests with the school.

## **APPROACHES BY SCHOOLS TO PRESENTERS**

Occasionally a member of a host school may directly approach a G.A.T.E.WAYS presenter to run a workshop or a series of workshops in the school.

- As a presenter representing G.A.T.E.WAYS, you should ask the school to contact our office. This will result in a fee for the presenter consistent with our payment scales, and will avoid 'conflict of interest', or an attempt to compete with the programs we offer.
- Presenters with their own businesses should not promote these businesses or leave any advertising material in schools when they are working in a school on behalf of G.A.T.E.WAYS. Please do not include business logos on G.A.T.E.WAYS workshop materials.
- Employees and contractors are not permitted to solicit for work with a host school.

## DEALING WITH BEHAVIOURAL CONCERNS – SUPERVISOR ACTION

