Sistema Waikato Code of Conduct

* All *Sistema Waikato* staff should carry out their duties in an efficient and competent manner, complying with: the law, all lawful and reasonable instructions given by the *Sistema Waikato* Programme Leader and Programme Manager and all policies and procedures of *Sistema Waikato.*
* All *Sistema Waikato* staff are expected to perform work to an agreed standard
* All *Sistema Waikato* staff should be caring, fair and committed to the best interests of the students entrusted to their care, and seek to motivate, inspire and celebrate effort and success.
* All *Sistema Waikato* staff should seek to develop positive relationships with students, colleagues, parents, management and community members, that are characterised by professional integrity and judgement.
* All *Sistema Waikato* staff should acknowledge that they have a duty of care to all students, taking reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare.
* All *Sistema Waikato* staff should act with honesty and integrity in all aspects of their work.
* All *Sistema Waikato* staff should be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity and socio-economic status.
* All *Sistema Waikato* staff should respect the privacy of others and the confidentiality of information gained during professional practise, unless a legal imperative requires disclosure or there is a legitimate concern for the well-being of an individual.
* All *Sistema Waikato* staff should represent themselves, their professional status, qualifications and experience honestly
* Touching should not be initiated to gratify adult needs. Children should not be asked to take care of adult physical or emotional needs.
* If a child initiates physical contact in the seeking of affection, reassurance or comfort it is appropriate to respond in a manner suitable for that child’s developmental stage and needs. It is not appropriate to force any form of unwanted affection or touching on a child.
* *Sistema Waikato* staff will communicate their whereabouts and actions to each other at all times.
* *Sistema Waikato* staff should avoid being alone with a child.
* *Sistema Waikato* staff must be aware of where all children are at all times.
* *Sistema Waikato* staff should ensure wherever possible that other adults are never left alone with a child or group of children.
* *Sistema Waikato* staff should not use derogatory comments towards the children or other staff.
* Personal visitors and telephone calls shall not interfere with responsibilities of supervision, including the use of mobile phones.
* Children should not be present when staff use the toilet and bathroom.
* “Adult” topics of conversation should not take place within hearing of the children.
* Staff should maintain a professional relationship with families with respect to confidentiality, objectivity, and conflict of interest.
* Staff should maintain a professional relationship with children and young people so that boundaries do not become blurred e.g. by cultivation of a relationship with a particular child, young person or family outside the programme.
* No *Sistema Waikato* staff member, Tutor,Assistant or Volunteer should be under the influence of drugs, alcohol, or illegal substances whilst working in the Programme.
* Smoke-free environment is maintained, staff members must smoke off premise. Smoking during programme hours is only permitted during the holiday programmes not the ASP, in breaks approved by the *Sistema Waikato* Programme Manager or Programme Leader.
* All *Sistema Waikato* staff are expected to act in a professional and ethical manner. Staff are expected to actively promote and protect the reputation, interests and welfare of *Sistema Waikato*, and do nothing that would detrimentally affect the wellbeing, goodwill and reputation of the programme.
* All *Sistema Waikato* staff are expected to remain within the guidelines of the Copyright Act 1994.
* All information pertaining to the business of the Programme, its students andfamilies must be held in strict confidence by Tutors, AssistantsandVolunteers**.** This includes non-essential discussion regarding students or staff.
* Any criminal charges or convictions that may occur during contractual work within *Sistema Waikato* that would jeopardise the reputation or well-being of the programme must be communicated to the *Sistema Waikato* Programme Leader and Programme Manager.
* *Sistema Waikato* staff must not respond to requests from the media for comment on matters relating to the programme. Such requests must be referred to the *Sistema Waikato* Programme Leader and Programme Manager.
* No *Sistema Waikato* staff member is to have a sexual relationship with any student or person under the age of 16.
* All *Sistema Waikato* staff should comply with the dress standard as described in Appendix 1.

Appendix One – Dress Code

The attire, appearance and grooming of Tutors and Assistants should be appropriate to their role and conform to the following guidelines:

Male Tutor**/**Assistant

* *Sistema Waikato* staff t-shirt
* Long trousers, pants or jeans
* Shorts are acceptable in hot weather; however, these must be no higher than just above the knees
* Appropriate footwear is to be worn at all times. Covered shoes or sandals are acceptable. Bare feet or jandals are deemed inappropriate
* Hair is to be kept tidy and maintained, this includes facial hair
* Jewellery and piercings are acceptable but mustn’t interfere with job performance
* Tattoos are acceptable, however offensive images or explicit language must be covered up.
* Ripped or stained clothing is unacceptable
* Do not expose body parts such as chest, stomach, back, thigh, etc.

Female Tutor/Assistant

* *Sistema Waikato* staff t-shirt
* Long trousers, pants or jeans. Leggings are not deemed appropriate unless worn as an under-layer
* Shorts and skirts are acceptable in hot weather; however, these must be no higher than just above the knees. If length of clothing is shorter, leggings, stockings or tights must be worn underneath
* Appropriate footwear is to be worn at all times. Covered shoes or sandals are acceptable. Bare feet or jandals are deemed inappropriate. If footwear is heeled, it must be at a height which will not impede job performance
* Hair is to be kept tidy and maintained
* Jewellery and piercings are acceptable but mustn’t interfere with job performance
* Tattoos are acceptable, however offensive images or explicit language must be covered up.
* Ripped or stained clothing is unacceptable
* Do not expose body parts such as chest, stomach, back, thigh, etc.