



SCHOOL CODE OF CONDUCT

STUDENTS | STAFF | GOVERNANCE | DISCIPLINE PROCEDURES

A clear, numbered and presentable school governance booklet

FINAL GOVERNANCE EDITION

Version: 1.0 Approved by: Senior Management Council (SMC)

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This edition contains rules, responsibilities and disciplinary procedures only. Signature documents are maintained separately.

Document Control

This booklet sets out the rules, governance structure and disciplinary procedures for students and staff. It is intended to support consistent, fair and accountable school administration.

Item	Details
Document title	School Code of Conduct and Discipline Procedures
Applies to	Students, teaching staff, non-teaching staff, management, volunteers and persons acting on behalf of the school
Approved by	Senior Management Council (SMC)
Management structure	SMC appoints the Junior Management Council (JMC); SMC and JMC together appoint the Disciplinary Committee
Record owner	Junior Management Council (JMC) - disciplinary register and case files
Final decision authority	Senior Management Council (SMC) finalises all arising issues
Version	Final governance edition

Design and structure note

Headings, clauses and tables are numbered so that the booklet can be used clearly in meetings, disciplinary records and policy reviews. Signature forms and acknowledgements are maintained separately.

1.0 Purpose, Scope and Commitment

The purpose of this Code of Conduct is to promote a safe, respectful and productive learning and working environment. All members of the school community must uphold these standards so that teaching, learning and school operations can take place with dignity, fairness and accountability.

1.1 Purpose

- 1.1.1.** To set clear rules and expectations for students and staff.
- 1.1.2.** To protect the safety, dignity, rights and responsibilities of everyone in the school community.
- 1.1.3.** To provide fair procedures for addressing misconduct and resolving disciplinary matters.
- 1.1.4.** To promote accountability, restoration, correction and continuous improvement.

1.2 Scope of Application

- 1.2.1.** This Code applies on school premises, during lessons, assemblies, activities, trips, events and all school-related functions.
- 1.2.2.** This Code applies to online, digital or off-site conduct when it affects the school, a learner, a staff member, school property or the school reputation.
- 1.2.3.** The Code applies to students, staff, management, volunteers, contractors and visitors while they are under the authority or supervision of the school.
- 1.2.4.** Where a matter may involve legal, labour, child protection or safety obligations, the school must follow applicable law and approved school policies.

1.3 Guiding Values

Value	Expected conduct
Respect	Treat every person with courtesy, dignity and fairness.
Responsibility	Accept duties, follow rules and take ownership of actions.
Integrity	Be truthful, honest and accountable in academic and professional work.
Safety	Act in ways that protect people, property and the learning environment.
Excellence	Work diligently, attend regularly and contribute positively to school life.
Restoration	Repair harm where possible and learn from mistakes.

2.0 Governance, Authority and Management Structure

The school disciplinary system must be organised, documented and accountable. The management setup below establishes clear responsibilities for appointment, recordkeeping, hearings and final decisions.

2.1 Management Setup

- 2.1.1.** The Senior Management Council (SMC) is the highest school management authority for all arising conduct issues.
- 2.1.2.** The SMC appoints the Junior Management Council (JMC).
- 2.1.3.** The SMC and JMC together appoint the Disciplinary Committee (DC).
- 2.1.4.** The Disciplinary Committee presides over disciplinary matters, hears evidence, considers the facts and recommends findings or corrective action.
- 2.1.5.** The SMC finalises all arising issues after considering the DC process, recommendations and the interests of the school community.
- 2.1.6.** The JMC keeps a written record of every disciplinary issue from report to closure.

2.2 Roles and Responsibilities

Body	Appointment / Composition	Main authority and duties
Senior Management Council (SMC)	Senior school leadership or appointed management authority.	Appoints the JMC; jointly appoints the DC with the JMC; reviews serious matters; approves final outcomes; ensures fairness, safety and policy compliance.
Junior Management Council (JMC)	Appointed by the SMC.	Receives reports; opens case files; keeps the disciplinary register; tracks deadlines and outcomes; submits records to SMC when required.
Disciplinary Committee (DC)	Appointed jointly by SMC and JMC.	Presides over hearings; ensures each party is heard; considers evidence; classifies misconduct; recommends corrective action, sanction or dismissal of the allegation.
Teachers / Supervisors	Assigned according to school timetable and duties.	Maintain order, support students, report misconduct, provide evidence and implement approved corrective measures.
Students and Staff	All members of the school community.	Follow the Code, report concerns honestly, cooperate with investigations and respect outcomes.

2.3 Disciplinary Workflow

1. Incident or concern	2. Report and record	3. Initial assessment	4. Investigation if needed	5. DC hearing	6. Recommendation	7. SMC finalisation	8. Outcome and monitoring
A rule breach, complaint or safety concern arises.	JMC records the matter and opens a file.	JMC/SMC classifies urgency and risk.	Evidence, statements and facts are gathered.	DC presides over the matter fairly.	DC recommends finding and action.	SMC approves, varies or returns the matter for more work.	JMC records the final decision and follow-up.

2.4 Conflict of Interest

2.4.1. A committee member must disclose any personal interest, relationship or bias that may affect fairness.

2.4.2. The SMC may replace or excuse a committee member where fairness may be questioned.

2.4.3. No person should preside over a matter in which they are the complainant, accused person, direct witness or direct beneficiary of the outcome.

3.0 General Rules for the Whole School Community

The rules in this section apply to every person in the school community. More detailed student and staff duties are set out in later sections.

3.1 General Conduct Rules

3.1.1. Speak and act respectfully toward students, staff, parents, visitors and the public.

3.1.2. Follow lawful and reasonable instructions from authorised school personnel.

3.1.3. Maintain discipline, order and cleanliness in classrooms, offices, corridors, playgrounds, laboratories, libraries, vehicles and event venues.

3.1.4. Avoid bullying, harassment, discrimination, intimidation, retaliation and any conduct that humiliates or threatens another person.

3.1.5. Protect school property, personal property and shared facilities from damage, misuse, theft or waste.

3.1.6. Use school devices, networks, learning platforms and communication channels responsibly and only for approved purposes.

3.1.7. Protect confidential information, student records, staff records, assessment information, personal data and disciplinary records.

3.1.8. Report safety hazards, illness, injury, misconduct, emergencies and damage promptly to a teacher, supervisor, JMC member or SMC member.

3.1.9. Cooperate honestly with investigations and do not interfere with witnesses, records or evidence.

3.1.10. Represent the school positively during school events, trips, community activities and online interactions connected to the school.

3.2 Prohibited Conduct

3.2.1. Violence, threats, fighting, intimidation or conduct likely to cause harm.

3.2.2. Bullying, cyberbullying, harassment, hate speech or discrimination.

3.2.3. Theft, fraud, vandalism, unauthorised possession of school property or deliberate damage.

3.2.4. Possession, use, distribution or promotion of prohibited, illegal or unsafe items or substances.

3.2.5. Cheating, plagiarism, falsification of records or dishonest conduct.

3.2.6. Misuse of technology, including unauthorised recording, sharing private information, accessing inappropriate material or disrupting school systems.

3.2.7. Leaving school premises, duty stations or supervised activities without permission.

3.2.8. Repeated refusal to follow school rules or reasonable instructions.

4.0 Student Code of Conduct

Students are expected to learn, participate, respect others and uphold the school rules. The following numbered rules expand the student expectations in the attached guide and apply to all school-related settings.

4.1 Student Rights and Responsibilities

4.1.1. Students have the right to learn in a safe, respectful and orderly environment.

4.1.2. Students have the responsibility to attend school, complete work and behave in a way that supports learning.

4.1.3. Students have the right to be heard in disciplinary matters and the responsibility to tell the truth.

4.1.4. Students must respect teachers, school staff, fellow students, visitors and school authorities at all times.

4.1.5. Students must follow all school rules, class rules, activity rules and instructions from authorised staff.

4.2 Attendance and Punctuality

4.2.1. Students must attend all classes, assemblies, school activities and scheduled academic sessions regularly.

4.2.2. Students must be punctual at the start of the school day, between lessons and for all required activities.

4.2.3. Absences must be reported by a parent or guardian in advance where possible, or as soon as reasonably possible.

4.2.4. Late arrivals must be explained with a valid reason and, where required, a note from a parent or guardian.

4.2.5. Truancy, unauthorised absence, leaving class without permission and habitual tardiness are misconduct.

4.3 Academic Integrity

4.3.1. Students must complete assignments, tests, projects, practical work and examinations honestly.

4.3.2. Cheating, copying, plagiarism, unauthorised collaboration or use of another person's work is prohibited.

4.3.3. Students must acknowledge sources of information and submit original work.

4.3.4. Students must not forge signatures, alter marks, falsify records or interfere with assessments.

4.3.5. Academic malpractice may lead to academic penalties and disciplinary measures.

4.4 Classroom Behaviour and Learning Discipline

- 4.4.1. Students must arrive prepared with required books, devices, stationery and completed work.
- 4.4.2. Students must listen attentively, participate positively and avoid disrupting lessons.
- 4.4.3. Students must ask permission before leaving the classroom or changing assigned activities.
- 4.4.4. Students must complete homework, assignments, corrections and projects by the required deadlines.
- 4.4.5. Students must follow safety rules in laboratories, workshops, computer rooms, libraries and practical learning areas.

4.5 Respect, Anti-Bullying and Inclusion

- 4.5.1. Students must not bully, threaten, mock, exclude, harass, discriminate against or humiliate another person.
- 4.5.2. Students must use respectful and appropriate language in person, in writing and online.
- 4.5.3. Students must not share private information, images, recordings or rumours about others without authorisation.
- 4.5.4. Students must report bullying or harassment to a teacher, JMC member, SMC member or trusted adult.
- 4.5.5. Retaliation against anyone who reports misconduct or participates in a disciplinary process is prohibited.

4.6 Dress Code and Personal Presentation

- 4.6.1. Students must wear the approved school uniform or approved dress for specific activities unless excused by the school.
- 4.6.2. Clothing must be clean, decent, safe and suitable for learning and school activities.
- 4.6.3. Students must maintain personal hygiene and avoid accessories or items that disrupt learning or create safety risks.
- 4.6.4. Dress code concerns should be handled respectfully, privately and consistently.

4.7 Mobile Phones, Devices and Digital Conduct

- 4.7.1. Mobile phones and electronic devices may only be used during school hours with permission from authorised staff.
- 4.7.2. Students must not record, photograph or share images, audio or video of others without permission.
- 4.7.3. Students must not use devices to cheat, bully, harass, access inappropriate content, disrupt lessons or damage school systems.
- 4.7.4. The school may restrict device use, require storage of devices during learning time or apply disciplinary measures for misuse.

4.8 Use of School Facilities and Property

- 4.8.1. Students must respect school property and keep classrooms, laboratories, libraries, playgrounds and common areas clean.
- 4.8.2. Library, laboratory, computer room, sport and equipment rules must be followed at all times.
- 4.8.3. Damage, loss or misuse of property must be reported immediately.
- 4.8.4. Students may be held accountable for deliberate or negligent damage, including restitution where appropriate.

4.9 Extracurricular Activities and School Events

- 4.9.1. Participation in sports, clubs, trips, competitions and school events is encouraged.
- 4.9.2. Students must follow the specific rules, safety instructions and supervision arrangements for each activity.
- 4.9.3. Students representing the school must maintain respectful conduct and sportsmanship.
- 4.9.4. Misconduct during extracurricular activities is subject to the same disciplinary process as misconduct on school premises.

4.10 Health, Safety and Emergency Procedures

- 4.10.1.** Students must follow all safety rules and emergency procedures in classrooms, playgrounds, laboratories and school events.
- 4.10.2.** Students who are ill, injured or aware of a safety hazard must report to a teacher, school nurse or authorised staff member immediately.
- 4.10.3.** Fire drills, evacuation procedures and emergency instructions must be followed strictly.
- 4.10.4.** Students must not bring, use or encourage others to use unsafe or prohibited items or substances.

4.11 Fighting and Violence On or Off School Premises

- 4.11.1.** Fighting between students is strictly prohibited on school premises, during school activities, while travelling to or from school, and outside school premises where the incident involves students or affects school safety, discipline or reputation.
- 4.11.2.** Students must not organise, encourage, record, promote or join a fight, and must not threaten violence against another student.
- 4.11.3.** A student who becomes aware of a planned fight must report it promptly to a teacher, supervisor, JMC member or SMC member.
- 4.11.4.** Fighting is serious or gross misconduct. The school must protect affected students, investigate the incident fairly and notify parents or guardians where appropriate.
- 4.11.5.** Depending on the seriousness, harm, risk, repetition and applicable school policy, disciplinary action may include suspension or termination of enrolment, subject to fair procedure and applicable law.

Student Misconduct Matrix - Additional Entry

No.	Misconduct	Level	Required procedure	Possible disciplinary response
S21	Fighting, organising or encouraging a fight, threats of violence, or violent conduct on or outside school premises involving students.	2-3	Immediate safety response; inform parent/guardian; JMC file; investigate; DC hearing for serious cases; SMC finalises.	Strict warning, safety or behaviour plan, suspension where permitted, termination of enrolment where lawfully justified, and external referral where required.

4.12 Prohibition of Dating and Romantic Relationships

Students must maintain appropriate, respectful and age-appropriate boundaries with one another. Dating and romantic relationships between students are not permitted under this Code of Conduct.

4.12.1. Dating or being involved in a romantic relationship with another student is strictly prohibited.

4.12.2. Any student found dating, pursuing or participating in a romantic relationship may face disciplinary consequences in accordance with this Code, school policy and a fair disciplinary process.

4.12.3. Romantic, sexual, compromising or otherwise inappropriate conduct on school premises, during school activities, in school transport or while representing the school is strictly prohibited and constitutes serious misconduct.

4.12.4. Conduct outside school premises may be addressed under this Code when it involves students and materially affects student safety, wellbeing, discipline, learning or the reputation and orderly operation of the school.

4.12.5. The school must consider the age, welfare, possible pressure or exploitation, and safeguarding needs of every student involved. A student requiring protection or support must not be treated as responsible merely because they were involved or reported the matter.

4.12.6. Each student involved must be given an opportunity to provide a written report or have an account recorded with appropriate support. Relevant facts must be handled confidentially and fairly.

4.12.7. The school will schedule a meeting with the parents or guardians of the students involved, unless a safeguarding concern requires a different protective approach.

4.12.8. After reviewing the reports, parent or guardian input and safeguarding considerations, the appropriate disciplinary body will issue a recorded resolution.

4.12.9. Possible outcomes may include counselling, a behaviour or safety plan, suspension, or termination of enrolment for serious or repeated misconduct, subject to fair procedure, school policy and applicable law.

Student Misconduct Matrix - Additional Entry

No.	Misconduct	Level	Required procedure	Possible disciplinary response
S22	Dating, participation in a romantic relationship, or romantic, compromising or otherwise inappropriate student conduct prohibited under section 4.12.	2-3	Protect students; obtain written reports or supported accounts; assess safeguarding concerns; notify and meet parents/guardians where appropriate; JMC file; DC hearing for serious cases; SMC records resolution.	Counselling, boundary or safety plan, written warning, suspension where permitted, termination of enrolment where lawfully justified, and external safeguarding referral where required.

5.0 Staff Code of Conduct

Staff members are expected to act professionally, protect learners, support school operations and model the values of the school. Staff rules apply to teaching staff, administrative staff, support staff, coaches, volunteers and persons acting on behalf of the school.

5.1 Professional Ethics and Role Modelling

- 5.1.1. Staff must perform duties with integrity, competence, fairness, diligence and respect.
- 5.1.2. Staff must serve as positive role models in language, dress, punctuality, communication and conduct.
- 5.1.3. Staff must follow lawful and reasonable instructions from authorised school management.
- 5.1.4. Staff must avoid conduct that brings the school into disrepute or undermines trust in the school.

5.2 Duty of Care and Safeguarding

- 5.2.1. Staff must promote student safety, wellbeing and dignity at all times.
- 5.2.2. Staff must supervise students responsibly according to assigned duties, timetables and activity plans.
- 5.2.3. Staff must report suspected abuse, neglect, serious harm, safety risks or urgent welfare concerns through approved school channels and in line with applicable law.
- 5.2.4. Staff must maintain professional boundaries with students and must not exploit their authority or position of trust.

5.3 Attendance, Punctuality and Reliability

- 5.3.1. Staff must report for duty on time and remain at assigned duty stations unless authorised to leave.
- 5.3.2. Absence, late arrival or early departure must be reported according to school procedure.
- 5.3.3. Staff must attend meetings, training, assemblies, duties and school activities required by their role.
- 5.3.4. Repeated lateness, unauthorised absence or abandonment of duty is misconduct.

5.4 Teaching, Assessment and Work Performance

- 5.4.1. Teaching staff must prepare lessons, teach allocated classes and assess student work fairly and timeously.
- 5.4.2. Staff must maintain accurate records, marks, attendance registers and reports assigned to them.
- 5.4.3. Staff must give reasonable academic support, feedback and guidance to students.
- 5.4.4. Staff must not falsify results, manipulate records or give unfair academic advantage.

5.5 Professional Communication

- 5.5.1. Staff must communicate respectfully with students, parents, colleagues, visitors and school authorities.
- 5.5.2. Staff must use approved communication channels for school business where required.
- 5.5.3. Staff must not use insulting, threatening, discriminatory or humiliating language.
- 5.5.4. Staff must address concerns through proper school channels instead of public conflict, gossip or retaliation.

5.11 Professional Boundaries and Prohibition of Staff-Student Relationships

- 5.11.1.** Staff members are strictly prohibited from entering into romantic, sexual or otherwise inappropriate relationships with any student.
- 5.11.2.** This prohibition applies on and off school premises and includes personal meetings, private messaging, social-media contact, gifts, favouritism and any communication intended to develop an inappropriate relationship.
- 5.11.3.** Staff must maintain clear professional boundaries in all face-to-face, written, telephone and electronic communication with students.
- 5.11.4.** A staff member must report any boundary concern, suspected grooming or inappropriate approach immediately through the school's safeguarding and management channels.
- 5.11.5.** A breach of this section constitutes gross misconduct and may result in immediate protective measures, formal disciplinary action and reporting to the appropriate authorities where required.

5.12 Protection of Students from Abuse

- 5.12.1.** All forms of physical, emotional, verbal, psychological, sexual or discriminatory abuse of students are strictly prohibited.
- 5.12.2.** Staff must never humiliate, threaten, intimidate, exploit, harass or use degrading treatment against a student.
- 5.12.3.** Every staff member has a continuing duty to protect students and promote their safety, dignity, wellbeing and best interests.
- 5.12.4.** Any suspected, disclosed or observed abuse must be reported immediately through the school's safeguarding procedure. Urgent protective action must be taken where a student may be at risk.
- 5.12.5.** Abuse, failure to report a serious safeguarding concern, retaliation against a reporter, or interference with an investigation constitutes serious or gross misconduct.
- 5.12.6.** The school must handle safeguarding concerns promptly, confidentially and fairly, and must refer matters to the appropriate authorities where required by applicable law.

Safeguarding principle

The protection of students takes priority over personal loyalty, reputation concerns or informal resolution. Interim protective measures are not a finding of guilt and must be proportionate to the identified risk.

5.13 Respectful Workplace Communication

- 5.13.1.** Staff must not spread gossip, rumours, accusations or damaging information about colleagues without verified facts or a legitimate professional reason.
- 5.13.2.** Staff must not move around the school insulting, humiliating, undermining or degrading another staff member, whether in front of students, colleagues, parents or visitors.
- 5.13.3.** Genuine concerns must be reported confidentially and in good faith through the proper management or disciplinary channels.
- 5.13.4.** Malicious rumours, repeated degrading conduct, workplace harassment or conduct that seriously damages trust and teamwork constitutes serious misconduct and may lead to formal disciplinary action, including termination where lawfully justified.

5.14 Unauthorised Absence from Work

- 5.14.1.** A staff member must not be absent from work, leave a duty station, arrive late or depart early without approval or a valid reason.
- 5.14.2.** An unexpected absence must be reported to the authorised supervisor as soon as reasonably possible and supported by the information required under school procedure.
- 5.14.3.** Missing work without authorisation, being late without approval, leaving work early without approval, or being away from an assigned duty station without approval will result in disciplinary measures.
- 5.14.4.** Where permitted by applicable employment law and school procedure, salary may be deducted proportionately for unauthorised time not worked, including unauthorised absence, late arrival, early departure or time spent away from duty without approval.
- 5.14.5.** Any salary deduction must be accurately calculated, recorded and communicated to the staff member. The staff member must be given an opportunity to explain the absence or disputed time before a final decision is made.
- 5.14.6.** Repeated or serious unauthorised absence, lateness, early departure or abandonment of duty may lead to further formal disciplinary action, including termination where lawfully justified, subject to fair procedure and applicable employment law.

6.1 Classification Levels

Level	Description	General procedure	Typical outcome range
Level 1 - Minor	Low-risk breach, first occurrence or limited disruption.	Teacher/supervisor correction and JMC record if repeated or referred.	Verbal correction, counselling, apology, warning, classroom consequence, parent notification where needed.
Level 2 - Serious	Repeated misconduct, dishonesty, disrespect, safety concern or harm to learning environment.	JMC record, investigation if needed, parent/guardian or supervisor involvement, DC referral where appropriate.	Written warning, restorative action, behaviour/work plan, loss of privilege, detention/service, restitution, formal staff warning.
Level 3 - Gross / High Risk	Violence, severe harassment, major dishonesty, prohibited items/substances, serious safety risk, victimisation or major breach of trust.	Immediate safety response, JMC file, investigation, DC hearing and SMC finalisation.	Strict corrective action, suspension or removal where allowed, formal disciplinary action, referral to external authority where legally required.

6.2 Student Misconduct Matrix

No.	Misconduct	Level	Procedure	Possible disciplinary response
S1	Late coming or failure to attend class without valid reason.	1-2	Teacher records; repeated cases sent to JMC; parent/guardian informed.	Counselling, warning, attendance plan, catch-up work, parent meeting.
S2	Truancy, unauthorised absence or leaving school/activity without permission.	2	JMC opens record; facts checked; parent/guardian notified; DC if repeated or risky.	Written warning, attendance contract, supervised make-up time, loss of privilege, DC referral.
S3	Failure to complete homework, assignments or academic duties.	1-2	Teacher correction; academic support; JMC record if persistent.	Academic support plan, warning, completion deadline, parent meeting.
S4	Cheating, plagiarism, copying, exam irregularity or academic dishonesty.	2-3	Teacher secures work/evidence; JMC record; DC for serious/repeated cases.	Academic penalty, written warning, redo work, parent meeting, DC sanction.
S5	Disruptive classroom behaviour or refusal to follow instructions.	1-2	Teacher intervention; JMC referral if repeated or serious.	Verbal/written warning, behaviour plan, restorative task, parent contact.
S6	Disrespectful, insulting or inappropriate language toward others.	1-2	Staff report; JMC record if referred; restorative meeting where suitable.	Apology, counselling, warning, behaviour contract, parent meeting.
S7	Bullying, cyberbullying, harassment, intimidation or retaliation.	2-3	Immediate protection; JMC file; investigation; DC hearing for serious cases; SMC finalises.	No-contact instruction, restorative/disciplinary action, suspension where allowed, referral if required.
S8	Fighting, threats, violence or conduct creating safety risk.	3	Immediate safety response; parent/guardian contacted; JMC file; DC hearing; SMC final decision.	Strict warning, behaviour safety plan, suspension/removal where allowed, referral where required.
S9	Discrimination, hate speech or humiliating conduct.	2-3	JMC record; investigation; DC if serious or repeated; support affected person.	Apology/restoration, education intervention, warning, suspension where allowed.
S10	Damage, vandalism or misuse of school or personal property.	2-3	JMC records damage; assess intent and cost; DC if serious.	Restitution/repair, service task, written warning, parent meeting, DC sanction.
S11	Theft, fraud, possession of stolen property or dishonesty.	2-3	JMC file; investigation; DC hearing for serious cases; SMC finalises.	Return/restitution, warning, suspension where allowed, referral where required.
S12	Possession, use or distribution of prohibited, illegal or unsafe items/substances.	3	Immediate safety response; secure situation; notify SMC; JMC record; DC hearing; external referral where required.	Strict disciplinary action, safety plan, suspension/removal where allowed, referral to relevant authority.
S13	Unauthorised mobile phone/device use during school hours.	1-2	Teacher correction; device process according to school rules; JMC if repeated.	Warning, temporary restriction according to policy, parent contact, loss of privilege.
S14	Misuse of technology, privacy breach, unauthorised recording or harmful online conduct.	2-3	JMC file; evidence secured lawfully; DC if serious.	Written warning, device restriction, restoration, suspension where allowed, referral if required.
S15	Unsafe conduct in laboratory, workshop, playground, transport or activity.	1-3	Stop activity; report to teacher/JMC; investigate risk and harm.	Safety retraining, warning, activity restriction, DC action for serious risk.
S16	Misconduct during sport, clubs, trips, competitions or events.	1-3	Activity supervisor report; JMC record; DC if serious.	Warning, apology, loss of selection/privilege, restitution, DC sanction.
S17	Falsifying notes, signatures, identity, records or reports.	2-3	JMC file; verify documents; DC for serious/repeated cases.	Written warning, parent meeting, restitution if needed, DC sanction.
S18	Repeated minor misconduct after warning or support.	2	JMC reviews pattern; parent/guardian meeting; DC if no improvement.	Behaviour contract, monitoring plan, loss of privilege, formal warning.

No.	Misconduct	Level	Procedure	Possible disciplinary response
S19	Interfering with witnesses, evidence, records or the disciplinary process.	3	JMC/SMC immediate review; DC hearing.	Strict disciplinary action, no-contact instructions, suspension where allowed.
S20	Any conduct that seriously damages the reputation, safety or order of the school.	2-3	JMC records; risk assessment; DC and SMC according to seriousness.	Corrective action up to highest school sanction allowed by policy and law.

6.3 Staff Misconduct Matrix

No.	Misconduct	Level	Procedure	Possible disciplinary response
T1	Late coming, unauthorised absence or failure to attend duties.	1-2	Supervisor records; JMC opens file if repeated; SMC notified for serious absence.	Counselling, attendance plan, verbal/written warning, formal action if repeated.
T2	Neglect of duty, poor supervision or failure to perform assigned work.	1-3	Supervisor report; performance facts gathered; DC if serious risk or repeated.	Coaching, performance plan, warning, reassignment, formal disciplinary action.
T3	Unprofessional communication, disrespect or insubordination.	1-2	Report to management; JMC record; DC if serious or repeated.	Mediation, apology, warning, conduct plan, formal action.
T4	Unfair treatment, discrimination, harassment, intimidation or victimisation.	2-3	Immediate protection where needed; investigation; DC hearing; SMC finalises.	Written warning, training, restriction of duties, suspension/formal action where allowed.
T5	Breach of confidentiality or unauthorised disclosure of records.	2-3	JMC file; secure records; investigate disclosure; DC/SMC review.	Warning, access restriction, training, formal action, referral if required.
T6	Inappropriate professional boundaries or misuse of authority.	3	Immediate safeguarding review; JMC file; DC hearing; SMC final decision; external reporting if required.	Removal from duty area, suspension where allowed, formal action, referral where required.
T7	Failure to report serious welfare, safety or misconduct concerns.	2-3	SMC notified; investigation into duty and facts; DC if serious.	Warning, retraining, formal action, duty restriction.
T8	Misuse, damage or unauthorised use of school property, ICT, vehicles or resources.	1-3	JMC record; assess loss/risk; DC if serious.	Restitution, access restriction, warning, formal action.
T9	Financial irregularity, unauthorised collection/handling of money or procurement breach.	2-3	Secure records; SMC review; investigation; DC hearing.	Restitution, removal from financial duties, formal action, referral if required.
T10	Dishonesty, falsification of records, marks, attendance or reports.	2-3	JMC file; evidence gathered; DC hearing; SMC finalisation.	Correction of records, written warning, formal disciplinary action.
T11	Failure to follow health and safety procedures or creating avoidable risk.	1-3	Immediate safety correction; incident record; DC if serious/repeated.	Safety retraining, warning, restriction of duty, formal action.
T12	Reporting for duty while impaired or unfit to perform duties safely.	3	Immediate safety response; remove from risk area; JMC file; DC/SMC review.	Referral to support process where appropriate, suspension/formal action where allowed.
T13	Conflict of interest, unauthorised gifts, private benefit or exploitation of school position.	2-3	Disclosure review; JMC file; investigation; DC if serious.	Repayment/return, warning, duty restriction, formal action.
T14	Retaliation against a reporter, witness, student or staff member.	3	SMC notified; protective steps; DC hearing.	Strict formal action, no-contact instructions, duty restriction.
T15	Conduct that seriously damages trust, safety or the reputation of the school.	2-3	JMC/SMC risk assessment; investigation; DC hearing.	Corrective action up to highest staff sanction allowed by policy and law.

6.3 Staff Misconduct Matrix (continued)

No.	Misconduct	Level	Required procedure	Possible disciplinary response
T16	Romantic, sexual or otherwise inappropriate relationship with a student; grooming; or serious breach of professional boundaries.	3 - Gross	Immediate safeguarding response; separate affected persons where necessary; notify SMC; open JMC case; investigate; DC hearing; external reporting where required.	Removal from student contact, precautionary suspension where permitted, formal disciplinary action up to termination, and referral to the appropriate authority where required.
T17	Physical, emotional, verbal, psychological, sexual or discriminatory abuse of a student; failure to protect; or failure to report a serious safeguarding concern.	3 - Gross	Protect the student immediately; preserve confidentiality and relevant evidence; notify SMC; open JMC case; investigate; DC hearing; external reporting where required.	Protective duty restriction, precautionary suspension where permitted, formal disciplinary action up to termination, and referral to the appropriate authority where required.
T18	Malicious gossip, spreading unverified rumours, degrading colleagues, workplace harassment or conduct seriously damaging staff trust and teamwork.	2-3	Report to management; JMC record; verify facts; protect affected persons; DC hearing for serious or repeated conduct; SMC finalises.	Mediation where suitable, written or final warning, conduct plan, formal disciplinary action, or termination where lawfully justified.
T19	Unauthorised or unexplained absence, late arrival, early departure, time away from duty without approval, or abandonment of duty.	1-3	Supervisor records the time not worked; staff member is given an opportunity to explain; payroll action follows school procedure and applicable law; JMC file for repeated or serious cases; DC and SMC process as required.	Proportionate salary deduction for unauthorised time not worked where lawful, attendance plan, warning, formal disciplinary action, or termination for serious or repeated misconduct where lawfully justified.

Classification note

The entries above must be read together with sections 5.11, 5.12, 7.0 and 8.0. The examples are not exhaustive. The school must assess risk, protect affected students, observe procedural fairness and comply with applicable child-protection and employment requirements.

7.0 Disciplinary Procedure

Every disciplinary matter must be handled fairly, consistently, confidentially and in proportion to the seriousness of the alleged misconduct. The procedure below applies to student and staff matters, with adjustments for age, role, applicable law and school policy.

7.1 Reporting a Matter

7.1.1. Any student, staff member, parent, visitor or authorised person may report a disciplinary concern to a teacher, supervisor, JMC member or SMC member.

7.1.2. Urgent safety matters must be reported immediately and addressed before the formal disciplinary process continues.

7.1.3. Reports should include the date, time, location, persons involved, witnesses, rule allegedly breached and any supporting information.

7.1.4. False, malicious or knowingly misleading reports are misconduct.

7.2 JMC Recordkeeping and Case Opening

7.2.1. The JMC must open or update a disciplinary record for every referred issue.

7.2.2. The record must include a unique case number, names, dates, allegations, classification, actions taken, evidence list, hearing notes, SMC decision and closure status.

7.2.3. The JMC must keep records secure and confidential.

7.2.4. A repeated minor matter must be linked to earlier records so that patterns can be reviewed fairly.

7.3 Initial Assessment

7.3.1. The JMC, and where necessary the SMC, assesses whether the matter is minor, serious or gross/high risk.

7.3.2. The assessment considers safety, evidence, harm, intention, previous record, role of the person and urgency.

7.3.3. Minor matters may be addressed by correction, counselling or warning, but must be recorded if referred to JMC or repeated.

7.3.4. Serious or high-risk matters must be referred to the Disciplinary Committee unless the SMC directs further preliminary action.

7.4 Interim Protective Measures

7.4.1. The school may take temporary protective steps to prevent harm, interference or disruption while a matter is assessed.

7.4.2. Protective steps may include separation of persons involved, temporary change of seating/duty, supervision, no-contact instructions or temporary restriction from an activity.

7.4.3. Interim steps are not a final finding of guilt and must be proportionate to the risk.

7.4.4. The JMC must record interim steps and the SMC must review high-impact measures.

7.5 Investigation

7.5.1. An investigation may include statements, documents, attendance records, assessment records, photographs of damage, digital records lawfully obtained and other relevant information.

7.5.2. The person alleged to have committed misconduct must be given a fair opportunity to respond before a final decision is made.

7.5.3. Investigations must be timely, confidential and limited to relevant facts.

7.5.4. Evidence must not be altered, destroyed, shared publicly or obtained through unfair means.

7.6 Notice of Hearing

7.6.1. Where a DC hearing is required, the person involved must receive notice of the allegation, date, time, venue, rights and possible outcomes.

7.6.2. For student matters, a parent or guardian should be notified and invited where the seriousness of the matter requires it or school policy provides for it.

7.6.3. For staff matters, the notice must follow applicable employment and school procedures.

7.6.4. The notice and proof of delivery must be kept in the JMC case file.

7.7 Disciplinary Committee Hearing

7.7.1. The DC presides over the hearing and ensures the process is orderly and fair.

7.7.2. The allegation is read, evidence is presented, and the person responding to the allegation is given an opportunity to answer.

7.7.3. Witnesses may be heard where relevant, and questions must be respectful and controlled by the DC chairperson.

7.7.4. The DC considers facts, credibility, mitigating and aggravating factors, previous record and the best interests of the school community.

7.7.5. The DC records its finding and recommendation in writing.

7.8 SMC Finalisation

7.8.1. The SMC reviews the DC record, finding and recommendation.

7.8.2. The SMC may confirm, vary or return the recommendation for further investigation or hearing if necessary.

7.8.3. The SMC finalises all arising issues and approves the final outcome.

7.8.4. The final decision must be recorded by the JMC and communicated to the relevant persons according to confidentiality requirements.

7.9 Appeals and Reviews

7.9.1. A person affected by a disciplinary outcome may request a review or appeal according to school policy and applicable law.

7.9.2. Appeals should usually be based on procedural unfairness, new evidence, disproportionate sanction or material error.

7.9.3. The SMC may appoint an independent reviewer or panel member where fairness requires it.

7.9.4. The appeal outcome must be recorded by the JMC and marked as final unless another lawful review route applies.

7.10 Confidentiality and Non-Retaliation

7.10.1. Disciplinary information must be shared only with authorised persons who need it for school purposes.

7.10.2. No person may threaten, punish, isolate or disadvantage someone for reporting a concern, giving evidence or participating honestly in the process.

7.10.3. Retaliation, witness interference and breach of confidentiality are separate misconduct.

8.0 Sanctions, Corrective Measures and Restoration

Sanctions must be lawful, fair, proportionate and aimed at correction, protection, accountability and restoration where possible. The school should consider the seriousness of misconduct, previous record, age and maturity of the student, staff role, harm caused, safety risk and whether the person accepts responsibility.

8.1 Student Corrective Measures

8.1.1. Verbal correction, guidance or counselling.

8.1.2. Written warning and parent or guardian notification.

8.1.3. Academic correction, completion of missed work or supervised catch-up time.

8.1.4. Restorative meeting, apology or written reflection where suitable.

8.1.5. Behaviour contract, attendance plan or safety plan.

8.1.6. Loss of privilege, exclusion from selected activity or supervised detention/service task according to school policy.

8.1.7. Restitution, repair or replacement for loss or damage where appropriate.

8.1.8. Referral to the DC and final SMC-approved sanction for serious or repeated misconduct.

8.1.9. Suspension, removal from activity or referral to external authority only where permitted by school policy and applicable law.

8.2 Staff Corrective Measures

8.2.1. Informal guidance, coaching, mentoring or professional support.

8.2.2. Verbal warning, written warning or final written warning according to policy.

8.2.3. Performance improvement plan, training or supervision.

8.2.4. Restorative action, apology or corrective communication where appropriate.

8.2.5. Restriction, reassignment or removal from a duty where necessary for safety or integrity.

8.2.6. Restitution or recovery of loss where permitted by policy and law.

8.2.7. Formal disciplinary action, suspension pending investigation or termination process only according to applicable law and approved procedure.

8.2.8. Referral to relevant external authority where legally required.

8.3 Factors to Consider Before Finalising Sanction

Mitigating factors	Aggravating factors
First offence; remorse; cooperation; low harm; accepted responsibility; age/maturity; provocation; corrective steps already taken.	Repeated misconduct; dishonesty; abuse of authority; planning; serious harm or risk; retaliation; discrimination; vulnerable person affected; breach of trust; refusal to cooperate.

9.0 Records, Forms and Confidential Administration

Recordkeeping protects fairness, accountability and institutional memory. The JMC is responsible for maintaining a complete record of every disciplinary issue, while the SMC is responsible for final oversight.



END OF CODE OF CONDUCT

Rules, responsibilities and disciplinary procedures