



Acacia Tutoring

Staff Code of Conduct

Effective Date: 23 / 01 / 2025

If you have any questions or queries regarding this document please contact Jason via phone or email:

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Introduction

This Code of Conduct outlines the professional and ethical standards expected from all staff members at Acacia Tutoring. It is designed to ensure a safe, respectful, and productive learning environment for students while adhering to current Australian laws, particularly those related to education, child protection, and workplace conduct.

1. Professionalism

- **Competence:** Staff must demonstrate a high level of knowledge in their subject area and continuously update their skills and understanding to provide quality education in accordance with the Australian Professional Standards for Teachers (Australian Institute for Teaching and School Leadership [AITSL], 2024).
- **Dress Code:** Dress in a manner that is respectful and appropriate for an educational setting, promoting a professional atmosphere, while adhering to diversity and inclusion guidelines.
- **Punctuality:** Be punctual for all sessions, meetings, and duties. Inform the management well in advance if unable to attend.

2. Child Safety and Welfare

- **Child Protection:**

Adhere strictly to the Acacia Tutoring Child Protection Policy (2025), which includes:

- Immediate reporting of any concerns or disclosures of abuse or neglect to the Child Protection Officer, following the procedures outlined by the Child Protection Act 1999 (Qld) and the Queensland Child Safe Standards (Queensland Family and Child Commission [QFCC], 2025).
- Holding a current Blue Card or Exemption Card as mandated by the Working with Children (Risk Management and Screening) Act 2000 (Qld), updated for compliance with the Child Safe Standards effective from April 1, 2026 (Queensland Government, 2025).
- Ensuring no one-to-one private sessions unless in a public, visible area or in an approved tutoring centre, in line with the Reportable Conduct Scheme (QFCC, 2025).
- **Respect:** Treat students with dignity and respect, ensuring interactions are appropriate and free from any form of discrimination or harassment, in line with the latest guidelines from the Australian Human Rights Commission (Australian Human Rights Commission, 2024).



3. Confidentiality and Privacy

- **Student Information:** Maintain confidentiality regarding student personal information, academic records, and any sensitive disclosures, in compliance with the Privacy Act 1988 (Cth) and Queensland's Information Privacy Act 2009, considering any recent amendments or decisions by the Office of the Australian Information Commissioner (OAIC, 2025).
- **Parent Communication:** Only share information with parents/guardians as per consent or legal obligations, ensuring privacy is respected .

4. Educational Environment

- **Teaching Standards:** Deliver lessons that are engaging, accessible, and aligned with educational standards. Use teaching methods that cater to diverse learning needs (AITSL, 2024).
- **Assessment:** Provide fair, constructive, and timely feedback on student work. Maintain integrity in assessing student performance .
- **Learning Materials:** Use only materials that are age-appropriate, culturally sensitive, and comply with the latest copyright laws or educational material guidelines (Australian Copyright Council, 2025).

5. Professional Relationships

- **Boundaries:** Maintain clear professional boundaries with students, avoiding personal relationships or overly familiar interactions (Queensland College of Teachers, 2025).
- **Colleague Respect:** Work collaboratively with other staff members, showing respect and fostering a positive team environment .
- **Parent/Guardian Interaction:** Communicate with parents/guardians professionally, focusing on student progress and welfare .

6. Digital and Online Conduct

- **Online Safety:** For online tutoring, ensure sessions are conducted in a secure, monitored environment. Gain explicit consent before recording sessions, adhering to privacy laws and the latest cybersecurity guidelines for educational platforms. Staff must read and sign 'Acacia Tutoring Acceptable Use of Microsoft Teams for Online Learning for Staff (2025)' .
- **Social Media:** Do not engage with students on personal social media platforms. Professional communication should only be through Acacia Tutoring's approved channels .

7. Ethics and Integrity

- **Honesty:** Act truthfully in all professional dealings, including accurate reporting of student progress and time management .
- **Conflict of Interest:** Disclose any potential conflicts of interest that might influence your professional judgment or actions .

8. Workplace Conduct

- **Health and Safety:** Comply with the latest updates to the Work Health and Safety Act 2011 (Cth), reporting any hazards or incidents promptly (Safe Work Australia, 2025).
- **Harassment and Bullying:** No form of harassment or bullying will be tolerated. Promote an inclusive and supportive environment, adhering to the latest guidelines from the Fair Work Commission (Fair Work Commission, 2025).



9. Legal Compliance

- **Legislation:** Adhere to all relevant Australian laws, including but not limited to:
 - Child Protection Act 1999 (Qld)
 - Education (General Provisions) Act 2006 (Qld)
 - Fair Work Act 2009 (Cth) for employment conditions, including any 2025 amendments
- **Policy Adherence:** Follow Acacia Tutoring's internal policies, including this Code of Conduct .

10. Disciplinary Actions

- **Breach of Conduct:** Any violation of this Code may lead to disciplinary action, which could include warnings, mandatory training, suspension, or termination, depending on the severity of the breach, in line with the latest employment law regarding disciplinary actions .
- A violation of this Code may also lead to:
 - Disciplinary action according to Queensland state policies, which could include submitting an inquiry with Queensland Police and/or the Queensland Family and Child Commission under the Reportable Conduct Scheme in extreme cases (QFCC, 2025).
 - Legal action if laws are broken (Queensland Courts, 2025).

11. Acknowledgement

Acknowledgment of Acacia Tutoring Staff Code of Conduct (2025)

**By signing below, you acknowledge that you have read and understood Acacia Tutoring Staff Code of Conduct (2025). This is a legally binding document.*

- **Staff Name:** _____
- **Signature:** _____
- **Date:** _____

12. Review: This Code of Conduct will be reviewed semi-annually or immediately upon significant changes in legislation or organisational policy to ensure ongoing compliance.

Acacia Tutoring is committed to upholding these standards to ensure a professional, safe, and enriching educational environment for all students, staff and associated persons.

13. References

- Australian Copyright Council. (2025). Educational use of copyright material.
- Australian Human Rights Commission. (2024). Guidelines for preventing and responding to workplace bullying.
- Australian Institute for Teaching and School Leadership (AITSL). (2024). Australian Professional Standards for Teachers.
- Child Protection Act 1999 (Qld).
- Education (General Provisions) Act 2006 (Qld).
- Fair Work Act 2009 (Cth).
- Fair Work Commission. (2025). Guidelines on Workplace Conduct.



- Information Privacy Act 2009 (Qld).
- Office of the Australian Information Commissioner. (2025). Guidelines on Privacy in Education.
- Queensland College of Teachers. (2025). Professional Boundaries: Guidelines for Queensland Teachers.
- Queensland Family and Child Commission. (2025). Child Safe Standards & Reportable Conduct Scheme.
- Queensland Government. (2025). Working with Children Check.
- Queensland Police Service. (2025). Reporting Child Abuse and Neglect.
- Queensland Courts. (2025). Legal Proceedings for Child Protection Violations.
- Safe Work Australia. (2025). Workplace Health and Safety Guidelines.
- Work Health and Safety Act 2011 (Cth).

14. Contact Information

For questions or concerns regarding this policy, please contact:

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