

Teachers Registration Board Code of Conduct

2022



**Teachers
Registration Board**
OF SOUTH AUSTRALIA

Teachers Registration Board Code of Conduct

Once this code has been adopted by the governing board, all members agree to faithfully abide by it.

We agree to abide by the [public sector code of conduct](#) and the following principles:

Selflessness

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful.

Leadership

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will focus on our core governance functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the regulatory performance of the agency and the performance management of staff
3. overseeing the financial performance of the agency and making sure its money is well spent, including long term viability
4. ensuring the voices of all stakeholders are heard

As individual board members, we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will fulfil our role and responsibilities recognising the role of the Registrar as set out under the teachers registration and standards Act, 2002 and our scheme of delegations.
3. We will develop, share and live the ethos and values of our board.
4. We agree to adhere to board policies and procedures as set out by the relevant governing documents and law.
5. We will work collectively for the benefit of the board.
6. We will be candid but constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions may affect the board, board staff, teachers, unregistered persons who hold an authorisation to teach, and local community.
8. We will stand by the decisions that we make as a collective.
9. Where decisions and actions conflict with the objective that the welfare and best interests of children is the paramount consideration when undertaking our functions, or may place learners at risk, we will speak up and ensure through the Registrar this is brought to the attention of the relevant authorities.
10. We will only speak or act on behalf of the board if we have the authority to do so.
11. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
12. When making or responding to complaints we will follow the established procedures.
13. We will strive to uphold the board's reputation in our private communications (including on social media).
14. We will not discriminate against anyone and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the board and its members well and respond to opportunities to involve ourselves in board activities.
5. We will visit the board office to promote and participate in board work and when doing so will make arrangements with relevant staff in advance and observe board office procedure and board-imposed protocol.
6. When engaging with or visiting the board office in a personal capacity (for example, as a teacher, parent or carer), we will continue to honour the commitments made in this code.

7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

1. We will develop effective working relationships with employers, unions, school and day care centre leaders, board staff, parents and other relevant stakeholders from our local community/communities.
2. We will express views openly, courteously and respectfully in all our communications with board members and board staff both inside and outside of meetings.
3. We will work to create an inclusive environment where each board member's contributions are valued equally.
4. We will support the Presiding Member in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of the board when matters are deemed confidential or where they concern individual staff, teachers, unregistered persons who hold an authorisation to teach, learners or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the Minutes of board meetings, sub-committee meetings.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote. We acknowledge personal interest alone in the success or welfare of a teacher or unregistered person who holds an authorisation to teach has the potential to cause the objective handling of the matter to be questioned.
4. We accept that the Register of Key Management Personnel Interests will be regularly updated but not published on the board's website, but may be subject to disclosure under the Freedom of Information Act, 1991.
5. We will act in the best interests of the board as a whole and not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and

pecuniary interests, category of appointment and the body responsible for nominating us may be published on the board website.

7. We accept that information relating to board members will be collected and recorded, some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

Adopted by: Teachers Registration Board on [date]

Signed: [Presiding Member of Board]

The Teachers Registration Board agree that this code of conduct will be reviewed annually, upon significant changes to the law and policy, or as needed, and it will be endorsed by the full governing board.
