



CREST EDUCATION
STAFF CODE OF CONDUCT

Updated: June 2025



Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving – Colossians 3:23.

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MESSAGE FROM THE EXECUTIVE PRINCIPAL



CREST Education (CREST) is committed to enhancing the quality of life of our Christian community and enabling it to thrive and prosper.

The Staff Code of Conduct (Code) is a statement of how we will behave and work with each other, our CREST community, students, families and stakeholders.

The Code has been re-developed and approved by the CREST Board of Directors. It brings together the Word of God (our Christian Bible), the laws that govern us, the policies that apply to us, and the vision and values that guide our work and support responsible decision making.

As Christian staff and volunteers working at CREST, we must always demonstrate high standards of behavior and ethical conduct whilst we work. We must act in ways that enhance student learning whether we are in a teaching or non-teaching role; this is our fundamental purpose and why we are here.

All staff and volunteers are required to read, understand and accept the Code. Our leaders will encourage a culture where ethical conduct is promoted, recognised and required at all levels. If there is anything that's not clear or not understood in this Code please speak with your Head of Campus or People Leader and seek clarification.

Our shared commitment to these standards and values, and our compliance with legislative requirements supports a positive work environment for all staff, one where we build effective and trusted relationships, provide an excellent experience for our families and staff, and engage respectfully and productively with our community and each other.

I am pleased to provide you with a copy of the CREST Education Staff Code of Conduct and I trust it will inform and guide our work together.

Brendan Kelly
CREST Executive Principal

1. ORGANISATIONAL VISION

Our organisational vision aligns with CREST's strategic priorities and focuses on making a difference in our community.

Our Pillars are the foundation of our approach

Instilling Faith

Pursuing Excellence

Nurturing Wellbeing

Serving Community

1.1. Background

The Staff Code of Conduct (the Code) has been developed in accordance with legislative requirements, supporting our Pillars and expected behaviours.

Legislative requirements include:

- **Victorian Child Safe Standards (Ministerial Order 1359)**

Requires schools to have a code of conduct that sets clear expectations for appropriate staff behavior with students.

- **Children, Youth and Families Act 2005 (Vic)**

Mandates that school staff must act in the best interests of children, which mandates adherence to professional conduct expectations.

- **Reportable Conduct Scheme (Child Wellbeing and Safety Act 2005 – Vic)**

Requires schools to have policies for responding to allegations of misconduct by staff.

- **Education and Training Reform Act 2006 (Vic)**

Governs the operation of schools and mandates adherence to professional and ethical standards.

- **Victorian Institute of Teaching (VIT) Code of Conduct**

Registered teachers must comply with professional conduct requirements of the VIT Code of Conduct, and this Code should be read in conjunction with the VIT Code of Conduct.

- **Occupational Health and Safety Act 2004 (Vic)**

Requires schools to provide a safe working and learning environment, which includes having a code of conduct to prevent harassment, bullying, and unsafe behaviour



VISION

TO BE A LEADING PROVIDER OF QUALITY CHRISTIAN EDUCATION, DELIVERED BY CHRISTIAN STAFF, EQUIPPING STUDENTS FOR A LIFE OF FAITHFUL SERVICE

CREST Pillars form the chapter headings in this Code.

The 'Connecting CREST' Leadership Development Framework focuses on leadership behaviours that provide a Biblical foundation for many of the standards of Conduct set out in each chapter. Together, the legislative requirements, the Pillars and leadership behaviors adopted by CREST, form the basis of the Code.

1. 2 Purpose

The purpose of the Code is to clearly outline the standards of conduct that apply to all CREST employees, contractors and volunteers, and to guide appropriate and responsible decision making by all.

1.3 Scope and responsibilities

The Code applies to all CREST staff, labour-hire staff, contract staff and students on work placement at CREST and volunteers (together, the Staff). If the Code applies to you, you are required to:

- Read and familiarise yourself with the Code and policies
- Act in accordance with this Code and all policies
- Seek guidance from a people leader or from People, Strategy & Culture if anything in this Code or any other policy is unclear
- Report and respond to any breaches of this Code
- Promote this Code to raise staff awareness.

1.4 Definitions

Staff

A person who receives a salary or wages from CREST. A person is directly employed by CREST to undertake work on a full-time, part-time or casual basis. People employed directly by CREST on a temporary or limited contract or those who are engaged as Contractors are sometimes referred to as 'contractors' but they are Staff for the purpose and application of this Code.

CREST Board of Directors

This is an elected governing body which oversees CREST's strategic direction, financial health, and its overall management. It is referred to as the Board in this Code.

College Psychologist

An expert or a specialist in psychology appointed to support the CREST community.

Counsellor

Different to a psychologist but also available to provide support and guidance to the CREST community during difficult times.

Chaplain

A member of staff, available to provide the CREST community with pastoral and spiritual care.



People Leader

A person who manages and supervises employees. At CREST this typically includes the Executive Principal, a member of the CREST Leadership Team, Head of Campus, Deputy Head of Campus, Directors, EA to the Executive Principal or a person in receipt of a position of responsibility allowance.

Volunteer(s)

A member of the CREST Community or who is registered as a CREST volunteer for CREST Community Events and is unpaid for work done for or in support of CREST programs, services, events or similar.

Contractor (also known as 'Independent Contractor')

A person who is contracted to undertake work for or on behalf of CREST, under a contract 'for service', rather than a contract 'of service'. Contractors are self-employed, run their own business and generally use their own processes, tools and methods to complete the work. Contractors usually negotiate their own fees and working arrangements and may work for more than one client at a time. Contractors have different rights, responsibilities and entitlements compared to direct employees but are expected to comply with the Code, to the extent that it applies to them, when they are working for or on behalf of CREST.

Agency or Labour Hire Staff

People who are engaged for temporary work placements or assignments with CREST but who are employed directly by the agency rather than by CREST. Agency or labour hire staff also have different rights, responsibilities and entitlements but are expected to comply with the Code of Conduct, to the extent that it applies to them, when they are working for CREST.

Head of People, Strategy & Culture

A leadership role focused on creating and implementing strategies to enhance our culture, employee experience and industrial compliance at CREST.

Head of Advancement

A leadership role focused on managing and planning marketing and communications for the advancement of CREST and its community.



1.5 When does the Code apply?

The Code applies whenever Staff or Volunteers are representing CREST or doing work for, or on behalf of CREST. This applies on CREST premises, offsite locations, and personal or work-related online activity, including social media, that relates to, or refers to, or comments about CREST.

It also applies to after-hours and off-site activities and functions, including social and sporting events, conferences, dinners, courses, meetings, training forums and the like, that are organised by CREST, or which are work related, or attended on behalf of CREST.



1.6 Supporting the Code

We understand that we are expected to identify, and report conduct that is inconsistent with this Code.

We will comply with all CREST policies and procedures.

People leaders have a responsibility to consistently address and apply fair, reasonable and transparent processes and decisions in relation to allegations of conduct or behaviour that does not uphold the Code.



1.7 What happens if the Code is breached?

A breach of this Code by an employee may result in disciplinary action in accordance with our CREST policy. A breach of the Code by a person to whom the Code applies, but who is not an employee, may result in the cessation of the volunteering arrangement or termination of the contract or work placement, as applicable.

Breaches of this Code should be reported to your People Leader, a member of the CREST Leadership Team or the Executive Principal.

2. PURSUING EXCELLENCE



2.1 Service excellence

We perform quality work, and show energy and commitment to CREST's goals, as well as a demonstrated desire to meet and improve CREST performance and service standards, including uplifting the CREST Campus Annual Improvement Plan. We are community focused, always keeping the needs of the community in mind in all that we do.

2.2 Representing CREST

We are aware that we are representatives of CREST Education, and we will not do anything to undermine our community's trust. We maintain a Christ-like character, which demonstrates the Fruits of the Spirit (Galatians 5:22) while also having a respectful, professional and courteous demeanor at all times. This applies whether communicating in-person, by email, over the telephone or in writing.

We will maintain a tidy, professional appearance and wear clothing (or CREST uniform as applicable) that is professional, neat, safe, practical and appropriate to our work.

2.3 Seeking and acting on feedback for improvement

At CREST, we recognise that excellence is a continuous journey, and feedback plays a crucial role in personal and professional growth. Staff members are expected to actively seek feedback from colleagues and leadership, viewing it as an opportunity for learning rather than criticism. Constructive feedback should be received with openness and a willingness to reflect on areas for improvement (Proverbs 19:20). Likewise, Staff and Volunteers should take proactive steps to implement suggestions, refine their practice, and enhance their effectiveness. By fostering a culture of continuous improvement, we not only strengthen our individual capabilities but also contribute to a dynamic and high-performing educational environment.

2.4 Interacting with the Board

We understand that at times, we must work collaboratively with the Board fostering a relationship of mutual respect and understanding of each other's roles, functions and responsibilities. We recognise that the role of staff is primarily one of management, administration, leadership, teaching and service delivery.

The role of the elected Board is to provide good governance in Christian form for the benefit and wellbeing of the CREST community.

We understand that the Board members must not seek to direct or improperly influence CREST staff in the exercise of their powers, duties or functions. If we have been requested by a Board member to prepare a report, provide advice on a particular matter or undertake an action, we will first seek approval from the Executive Principal to do so.

2.5 Staff appearance

CREST Staff are expected to maintain a professional appearance that aligns with the culture of CREST. The presentation of tattoos is not permitted, with the exception of personal relevance, cultural and/or religious significance. Otherwise, tattoos should not be displayed where they may be offensive, inappropriate, or inconsistent with the CREST's mission. Where necessary, staff may be instructed to cover tattoos during work hours to ensure a respectful and professional environment.

Example table:

Tattoo (example only)	Permitted v Not Permitted
The name of a relative who has passed away (personal relevance)	Permitted
Māori tattoo (cultural significance)	Permitted
Orthodox crucifix (religious significance)	Permitted
A tattoo sleeve across the arm/leg without religious/cultural/personal significance	Not Permitted
Skull and Bones	Not Permitted

Corporate wear or particular attire may be required for certain areas across CREST; this will be locally managed via the relevant people leader.

Attire should be neat, modest, and suitable for the nature of the role, ensuring a positive and professional environment. CREST reserves the right to provide guidance on appropriate dress standards as needed.

Exceptions are made for outdoor activities that are offsite such as camps. However, attire must still be neat and appropriate for working with children.

3. INSTILLING FAITH

3.1 Leadership

We demonstrate authentic Christian leadership by promoting and supporting our CREST Pillars. We lead by example and seek to inspire and empower others. We provide colleagues with support and guidance. We are reminded of the Apostle Paul when he said, 'set an example for the believers in speech, in conduct, in love, in faith, and in purity'. 1 Timothy 4:12.

3.2 Collaboration

We work as a team and each of us actively contributes to healthy working relationships. We work cooperatively and value the contribution and individuality of others and celebrate team and organisational success. We support and learn from each other, appreciate the value of differing opinions, views and working styles, and build positive relationships. Two are better than one, because they have a good return for their labor. Ecclesiastes 4:9-12.

3.3 Professionalism

We endeavour to achieve the highest standards for our work, maintaining a professional manner at all times. We devote our entire time and attention while at work to our role and perform it to the best of our abilities. Commit to the Lord whatever you do, and he will establish your plans. Proverbs 16:3.

3.4 Employee engagement

We encourage each other to be the best we can be as we work together to make a difference in our community. Part of this commitment to each other is seeking out, listening, and considering the contributions of others. By encouraging steadfastness and wholehearted dedication, we are reminded of 1 Corinthians 15:58, always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain.



4. NURTURING WELLBEING



4.1 Innovation

Innovation is a change that adds value. We are prepared to challenge the status quo and take considered risks if necessary to improve outcomes. We are creative and try new ideas, take on new challenges and support CREST initiatives.

We are open minded and curious, exploring new ways of thinking, teaching, learning, working and relating, rather than simply following the status quo.

4.2 Self-development

We continually enhance and improve our skills and expertise, share ideas, and learn from our experiences and our colleagues' experiences. We actively participate in learning and development opportunities, as addressed within our Professional Development week and customised training via our individual Professional Development Plans (PDP).

4.3 Contributing to improvements

We commit to continuous improvement individually and as part of teams and identify and apply strategies, processes and methods that lead to improved performance and outcomes. We engage constructively with colleagues on work-related matters and support and encourage colleagues who raise innovative ideas or improvements.

We share information with team members and across the organisation to support delivery of the best and most appropriate service outcomes in the interests of uplifting our culture, enhancing our capability, all in the interests of student learning.

5. SERVING COMMUNITY

5.1 Accountability

We admit to mistakes and fix adverse consequences as soon as possible. We take responsibility for our actions and do not look to blame others.

We learn from our actions and experiences and seek and receive feedback about our work and the manner in which we undertake it. In performing our work, we make realistic commitments and do our best to keep our promises.

5.2 Integrity

We adhere to moral, ethical and Christian faith principles, and we are honest and trustworthy. This means displaying respect and accountability and communicating in an honest and open manner without breaching confidentiality or privacy principles and obligations.

We act consistently with our CREST Pillars, even in the face of opposition, or when this is unpopular.

5.3 Equality and respect

We promote a workplace environment that encourages equality and respect. We show respect when interacting with, speaking to and about others. Valuing and promoting diversity, equity and inclusion is an important element of demonstrating respect.

We treat others fairly and equitably in accordance with CREST's policies and understand that bullying, harassment, discrimination, racial vilification, victimisation or inappropriate behaviour will not be tolerated. We are self-aware, recognising the impact our conduct and behaviour has on other people, and treat others as we would like to be treated ourselves.





5.4 Acting fairly

We deal with issues consistently, fairly and in as timely a manner as possible. We consider all relevant information when dealing with issues and reaching decisions.

5.5 Impartiality

We will not provide personal opinions on CREST policies and/or decisions to families or external stakeholders but will represent the adopted position of CREST. We will not in any way publicly express views or opinions on behalf of CREST unless authorised to do so by the Executive Principal.

In preparing any correspondence, formal reports and the like for CREST by staff who have the relevant delegated authority, we will make all recommendations based on our professional expertise in accordance with applicable policy, procedures and guidelines, and without fear or favour.

5.6 Fraudulent and corrupt conduct or behaviour

We will not be involved in or tolerate fraudulent activity or corrupt behaviour. Fraudulent activity is a dishonest activity that causes or has the potential to cause harm, whether financial, reputational, operational, or relational to CREST, individuals and/or the broader community. Corrupt conduct occurs when a staff member or volunteer uses or attempts to use their position to create a personal advantage for themselves or any other person.

If we suspect such conduct is occurring or has occurred in the workplace, we will immediately report it to our people leader. If we believe that person may be involved, we will immediately and confidentially notify the Head of People, Strategy & Culture and/or the Executive Principal. We understand that fraudulent and/or corrupt conductor behaviour is a criminal offence and will be treated accordingly.

5.7 Gifts and benefits

Staff must not give gifts to individual students or accept overly personal, excessive or gratuitous gifts, financial endowments or loans from students or their families. Receiving small gifts of thanks at Christmas or other key events such as Teachers' Day or birthdays is acceptable.

5.8 Conflicts of interest

Under the Corporations Act 2001, Australian Charities and Not-for-profits Commission Governance Standards, and the Education and Training Reform Act 2006, schools are required to identify and appropriately manage conflicts of interest.

We are committed to upholding integrity, transparency, and trust in all that we do. We recognise that actual, perceived, or potential conflicts of interest can arise from time to time and we strongly encourage staff to declare such situations early. Doing so is not an admission of wrongdoing, but a proactive step that supports wise decision-making and protects both the individual and the organisation.

Declaring a conflict, whether material or perceived is often in the best interest of staff. It ensures clarity, enables appropriate support or adjustments, and helps maintain confidence in our shared values.

Conflicts of interest that are not appropriately disclosed or managed may be considered a breach of the Code of Conduct and addressed in line with CREST's policies and procedures. This may include disciplinary action or the cessation of a contract, placement, or volunteering arrangement, where applicable.



5.9 Work resources

We use work resources and equipment efficiently and effectively, and only for appropriate purposes, as authorised by CREST. We store work resources, including equipment, plant, tools, materials and data securely and as directed by CREST.

We seek to achieve value for money. We identify opportunities for improvement to achieve best possible efficiency and responsiveness. We are reminded of Luke 16:10, which states, 'Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much'.

Work resources include physical, financial, technological and intellectual property. Intellectual property includes copyright, trademarks, registered designs, patents (including patented business systems), trade, business or company names and all other proprietary rights. This also includes any rights to the registration of such rights, including proprietary rights developed or created by employees in the course of their employment.

CREST Education retains ownership of all these work resources.

5.10 Favouritism

We must not refer to students by pet names, demonstrate favouritism, preferential treatment, excessive flattery or overly familiar behaviour with or towards students. Staff should not operate beyond the responsibilities of their role and expertise. Students who raise significant personal matters with Staff member or Volunteer should be referred to, with the student's knowledge, to a qualified staff member such as the College Psychologist, Counsellor or Chaplain in line with our internal processes. Staff may continue to play a supportive role with the student in collaboration with specialist staff and under direction, where required.

5.11 Community trust

We seek to build and maintain a high level of trust with our CREST community, stakeholders and each other as staff members. We behave in a manner that does not bring ourselves or CREST into disrepute.

We undertake applicable personal employment screening checks as required by CREST and will not misrepresent or falsify our credentials.



5.12 Ability to meet essential requirements

We understand that we must immediately notify our people leader and CREST of any loss, suspension or change to a VIT registration, accreditation, Working With Children's Check, including a driver's license, or other qualification that affects our ability to meet the requirements of our position or to perform our duties.

If our drivers license is cancelled, suspended or restricted we will inform our people leader immediately. In the case of cancellation or suspension we will not drive any CREST vehicle, or private vehicle used in the course of work, while unlicensed. In the case of a license restriction, work-related vehicle use will only occur within the limits of that restriction. We understand that a failure to observe these requirements may result in CREST recovering from staff any costs for damage/s associated with such a breach, including but not limited to third party person or property damage.

5.13 Disclosure of criminal offences

We understand that we are required to advise our people leader if charged or convicted of a criminal offence which could reasonably be seen to affect our ability to undertake the inherent requirements of our role. CREST may take any lawful and reasonable action to address such a disclosure.

5.14 Protected disclosures (whistleblower)

We understand the importance of transparency and accountability in CREST's administrative and management practices and the role that disclosures of improper conduct play in this. We will comply with the Whistleblower Protection Policy in relation to protected disclosures.

5.15 Delegations and authorisations

We maintain awareness of the authorisations and delegations we have been granted and ensure that we only act within the scope of our powers when undertaking our day-to-day duties and decision making.



5.16 Occupational health and safety

We are committed to providing and maintaining, so far as is reasonably practicable, a working environment that is safe and without risks to health, including physical, emotional, and psychological safety.

We are expected to contribute to a culture of safety and care by observing the highest standards of personal safety and conduct to protect themselves, students, colleagues, and visitors. Staff must actively safeguard the school environment by avoiding and reporting harmful practices that may result in injury, damage, or risk. This includes complying with all relevant OHS legislation, policies, procedures, and protocols, promptly reporting hazards, unsafe behaviours, incidents, or near misses to management and participating in safety training. Staff must take reasonable care for their own health and safety, as well as that of others who may be affected by their actions or omissions.

We share a responsibility to support CREST's commitment to a safe, healthy, and respectful workplace for our entire community.

We will comply with OHS policies, procedures and safe work methods and take reasonable care of our own safety, as well as the safety of others. We will report any safety issue or occurrence (e.g. hazard, incident, near miss) immediately to our people leader and lodge a written incident report.

5.17 Smoking and vaping

We understand that smoking and vaping is not permitted across all CREST sites.



5.18 Drugs and Alcohol

We carry out our work safely and avoid conduct that puts ourselves or others at risk. This includes the misuse of alcohol, drugs or other substances when at work or when engaged in work-related activities, including out-of-hours functions and events that are organised by CREST, or which are attended on behalf of CREST.

We must maintain a zero-blood alcohol concentration while on school premises or when attending school events or activities, regardless of whether these occur during or outside of normal working hours.

Staff may be subject to drug and alcohol screening where there are reasonable business grounds, including where there is cause for concern about safety, conduct, or fitness for duty.

We maintain a zero-tolerance approach to illicit drugs. The possession, use, distribution, or being under the influence of illegal substances on school premises or at school events is strictly prohibited.

If a staff member is found to be in possession of illegal drugs while on site or at a school-related activity, the matter may be reported to Police and may result in summary dismissal in accordance with CREST disciplinary procedures. At no time is it acceptable for any staff member to be under the influence of illegal drugs in the workplace.



5.19 Child Safe Standards

We are committed to CREST being a child safe organisation, including:

- A zero-tolerance response to child abuse
- Preventing and reporting of child abuse
- Promoting the cultural safety, participation and empowerment of Aboriginal/Torres Strait Islander children and young people
- Promoting the cultural safety, participation and empowerment of children and young people from culturally and/or linguistically diverse backgrounds
- Ensuring that children and young people with a disability are safe and can participate equally.



We ensure our behaviour meets the requirements of the Victorian Government's Child Safe Standards.

We will report allegations or concerns regarding child safety that we have observed, witnessed or been involved in, in the course of carrying out our duties, to a staff member in a position of authority. If it is reasonably believed a child or young person is at imminent risk of abuse this should be reported to police immediately.



5.20 Communication with the media

Staff will not speak to or make a statement to the media on behalf of CREST unless expressly authorised to do so. All communication with the media is managed by the Head of Advancement and the Executive Principal.

We will avoid making personal statements to the media (including on social media) which may be perceived to relate to or conflict with our official CREST duties.



5.21 Risk management

We are able to identify, assess, manage and mitigate risks that may have an impact on our ability to deliver CREST work, including services, projects, capital works and administration

5.22 Emergency management

In the event of a declared emergency or emergency-related activities and responses, we will abide by any direction or instruction issued by the Executive Principal or their delegate, or any other authorised person, and comply with and support applicable disaster responses and arrangements. As is reasonably practicable, we will prioritise and take responsibility for our own health, safety and wellbeing and that of our students, colleagues and the community.



5.23 Speaking up

We speak up if we see someone acting in a way that is inconsistent with this Code, CREST's mission, policies or the law. We understand that the standard we walk past is the standard we accept. We support colleagues who raise concerns and never victimise a person for making a complaint.

CREST provides all fulltime and part-time staff with access to its Employee Assistance Program

Crest Education's Employee Assistance Program

Empatia offers compassionate and confidential wellbeing services, from a Christian perspective, for work-related or personal matters at no personal cost

To make an appointment, scan the QR Code or connect with



Ali Burley
0402 437 406
ali.burley@empatia.com.au



Relevant legislation and supporting documents

Legislation

- Education & Training Reform Act 2006
- Fair Work Act (Cth) 2009
- Fair Work Regulations (Cth) 2009
- Occupational Health & Safety Act (Vic) 2004
- Equal Opportunity Act (Vic) 2010
- Crimes Act (Vic) 1958
- Children, Youth & Families Act 2005
- Child Wellbeing and Safety Act 2005

Related documents

Breaches of organisational policies will be dealt with in accordance with CREST's Disciplinary Policy.

A list of the policies is available on CREST Connect site. Some of the main policies which apply to conduct are listed below. CREST policies may be updated from time to time.

- CREST Education Constitution
- CREST Anti-Bullying Policy & Procedure
- CREST Child Safety & Wellbeing Policy
- CREST Parent Code of Conduct
- CREST eSmart Policy
- Whistleblower Protection Policy
- CREST Grievance, Complaint & Dispute Resolution Policy & Procedure
- CREST Online Learning Policy
- The Victorian Teaching Profession's Code of Conduct
- Conflict of Interest Policy
- Victorian Child Safe Standards
- All Occupational Health & Safety Policies and Procedures.

CREST EDUCATION POLICY	STAFF CODE OF CONDUCT
Issue Date	June 2025
Review Date	June 2029

REVISION STATUS			
Date of revision	Issue Number	Revision Detail	Authorised by
6 June 2025	15	Complete re-write	Board

