

Crimson Global Academy

Staff Code of Conduct



Welcome, Staff!

At Crimson Global Academy (CGA), every student deserves to learn in a safe, respectful, and engaging environment. As a fully online school, staff shape the learning culture students experience every day — through your teaching, your online presence, and the way you build relationships.

This Staff Code of Conduct sets out how we work together with students, whānau, and colleagues to uphold CGA's values, protect wellbeing and safety, and deliver excellent learning. It applies in all CGA contexts, especially virtual classrooms and online communications.

Our School Mission

Our mission is to unlock our students' limitless potential, together, for extraordinary futures.

We are doing so by:

1. Igniting a passion for learning that accelerates academic performance and success, regardless of age
2. Fostering a global community that broadens students' perspectives and develops their skills to make a difference on the world stage
3. Providing cutting-edge technology for teachers to launch students into their future, while giving parents transparency into their child's education

Professional Expectations

Creating a safe and inclusive environment

Staff must:

- Maintain a learning environment that is physically and emotionally safe, inclusive, and free from racism, discrimination, bullying, harassment, or other harmful behaviour.
- Ensure learning is culturally responsive.
- Treat students' identities, cultures, abilities, genders, sexualities, religions, and whānau contexts with respect and care.
- Model respectful communication and pro-social digital behaviour.

Safeguarding and student wellbeing

Staff must:

- Follow the Safeguarding and Child Protection Policy and act immediately on any concern about a student's safety or wellbeing.
- Report concerns promptly to the Designated Safeguarding Lead (DSL), even if unsure.
- Maintain professional boundaries with students at all times.
- Communicate with students only through CGA-approved, recordable channels, and never through personal social media or private messaging.

Online teaching and virtual classroom practice

Staff must:

- Be punctual, prepared, and actively present for all scheduled classes and duties.
- Use CGA platforms consistently and only approved digital tools for teaching and communication.
- Establish clear norms for participation, respect, and safety in each virtual classroom.
- Use privacy-respecting moderation tools when needed to stop harm or disruption (e.g., muting, removing from a session, restricting chat), and then follow up with support and due process.
- Ensure lessons are engaging, accessible, and aligned to curriculum and CGA standards.

Respectful communication and partnership with whānau

Staff must:

- Communicate professionally, respectfully, and compassionately with students, whānau, and colleagues.
- Respond to student and whānau communications within school expectations during term time.
- Actively seek student voice in learning and wellbeing decisions.
- Work collaboratively with whānau as partners, recognising diverse contexts and cultures.

Equity, learning support, and accessibility

Staff must:

- Design learning with inclusive online practices & principles in mind.
- Implement Individual Education Plans (IEPs) consistently.
- Work with the SENCO and learning support team to identify barriers early and adjust teaching accordingly.
- Use assistive technologies and accommodations confidently so all learners can participate and succeed.

Assessment integrity and ethical practice

Staff must:

- Assess students fairly, consistently, and in line with assessment policies and CGA's requirements.
- Promote and protect academic integrity, addressing suspected breaches lawfully and proportionately.
- Be transparent about when and how generative AI may be used in learning and assessment.
- Avoid conflicts of interest and disclose any potential conflicts to the Principal.

Privacy, confidentiality, and information security

Staff must:

- Handle personal information in line with the Privacy Policy and the Privacy Act 2020.
- Keep student records, assessment materials, and communications confidential and secure.
- Never share identifying student information or learning materials outside CGA platforms without authorisation.
- Use strong passwords, protect accounts, and report cybersecurity concerns promptly

Collegiality and staff wellbeing

Staff are expected to:

- Work collaboratively, respectfully, and in good faith with colleagues.
- Seek support early if workload or wellbeing is impacted.
- Engage in professional learning, reflection, and supervision/mentoring where available.
- Contribute to a workplace culture that is safe, supportive, and solutions-focused.

Social media and public conduct

Staff represent CGA in online and public spaces. Staff must:

- Adhere to any restrictions in their individual employment agreements.
- Avoid posts or conduct that could harm students, colleagues, whānau, or CGA's reputation.
- Never share identifying student information, images, or private school matters without explicit permission and a lawful basis.

What staff can expect from CGA

CGA is committed to supporting staff to succeed. Staff can expect:

- A safe, inclusive, and respectful workplace culture.
- Clear role expectations, induction, and training for online teaching.
- Ongoing professional development and coaching.
- Timely support with safeguarding, behaviour, assessment, or technology issues.
- Fair, lawful processes grounded in natural justice if concerns arise.

When this Code isn't followed

CGA believes in restorative practice and learning from mistakes. Concerns will be addressed fairly and proportionately, consistent with the Employment Policy and employment agreements. Serious or repeated breaches may be managed through formal performance or disciplinary processes. Breaches that compromise student safety, wellbeing, or trust will be treated as urgent.

Support is always available

Online education is complex. If you're struggling with workload, wellbeing, student issues, or technology, please speak early with your manager or a senior leader. Support is a strength, not a failure.

Concerns and Complaints

Please refer to our *Complaints Policy and Procedures* on our website:

<https://www.crimsonglobalacademy.school/our-school/cga-provision-of-information/>

Version Control

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NB: This Staff Code of Conduct supersedes and replaces any prior Staff Code of Conduct relating to its subject matter, regardless of its date of approval.