



HOPE
CHRISTIAN COLLEGE
A Ministry of Craigmore Christian Church

Staff Conduct Policy

“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23

Rationale

As Christians who are employed at Hope Christian College we recognise that we have been called to a high calling and that we are rightly seen by the College community as examples and role models both inside and out of work hours. Further, we understand that our lives are regulated by the Scriptures (2Tim 3:16-17). Our College verse encourages us to do everything heartily for God (Col 3:23). Thus we recognise that there is a need to live consistent with broad Scriptural values in our work lives and in our private lives in as much as they impact upon the College and the wider College community.

A life consistent with a Christian profession

We recognise that our first calling is to be followers of the Lord Jesus Christ. As Christian teachers we recognise the need to be conformed to God through the renewing of the Holy Spirit (Romans 12:2). We also understand this in the context of sin and the need for forgiveness. When we ask our Father to forgive us our sins each day we need to be atoned for each day, but that we seek to have our loving, right relationship restored when we disrupt it by our actions [Wayne Grudem, Systematic Theology, p740] (Matthew 6:12).

In his letter to the Ephesians (4:1) Paul, writing from prison, urges us to live a life that is consistent with the call of Jesus Christ. He says :

As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received.

As such we seek to uphold the moral law of the Scriptures, not only out of a sense of duty or responsibility, but out of our love of God. As Jesus said in John 14:15, *If you love me, you will obey what I command.*

Free From Gross Public Scandal

As teachers, in many ways we live our lives as public figures and are well recognized in our community. Thus we also come under an extra measure of scrutiny and seek to avoid public scandal. Our behaviour therefore includes:

- Being an active worshipper in regular attendance at a Christian Church
- Having a good testimony in the community
- Living according to the Biblical precept in which sexual relationships are only permitted within a marriage between a husband and a wife as defined by the Christian Bible
- Avoiding excessive consumption of alcohol
- Not consuming or possessing illegal drugs or abusing prescription drugs
- Avoiding gambling such that would bring you or the College into disrepute
- Avoiding malicious gossip
- Avoiding being a busy-body
- Avoiding other scandalous sin

Professional integrity in carrying out our responsibilities

As teachers employed by Hope Christian College we have a responsibility to the College, our students and their families to ensure that our teaching and professional life meet the very highest of professional standards. This will include:

- Fulfilling the Hope Christian College *Teacher Role Statement*
- Complying with all policies, requirements, guidelines, procedures and directives of Hope Christian College

- Never undermining College procedures, protocols, practices or standards
- Unfolding the curriculum, daily, with a Christian worldview through the *Hope Christian College Shared Pedagogy*
- Keeping up to date with advances and changes in our areas of responsibility and seek ways to improve performance as through the HCC “Enhancing our Learning & Development Culture” and the AITSL standards
- Meeting all curriculum goals as contained in the HCC curriculum and ACARA statements
- Using our performance management system to formally discuss with staff the scope, standards, accountability authority, priorities and goals of their job and to review performance in achieving specified objectives and competency development
- Undertaking appropriate performance counselling to improve performance which may be unsatisfactory
- Dress and groom in a way that is congruent with the College’s expectations regarding student dress (see Staff Dress Policy and Code)

Appropriate behaviour towards students

Our behaviour towards students should at all times show the love of God through Christ Jesus, remembering that they, as we, are made in the image of God. In Genesis 1:27 the Bible says :

So God created man in His own image, in the image of God he created him; male and female He created them.

Teachers at Hope Christian College will:

- Treat all students with respect as reflected by the fact that all students are made in the image or likeness of God (Genesis 1:26-27)
- Taking an active role in the wellbeing of all students in your care
- Speak with care and respect, never belittling a student or employing facetiousness
- Not engaging in staffroom chat or gossip about students, what they have done or how they behave
- Teaching all students with diligence and respect, understanding that all students are capable of learning
- Enact the College’s Child Protection Policy
- Enact the College’s Privacy Policy
- Enact the College’s Workplace Health and Safety Policies and complete Risk Analysis and Management Plans as required (for all practical lessons, but not limited to, Home Economics, Science Practicals, some Art lessons, Technology Studies, Some Vertical Learning units, Physical Education practicals, some of which may be done as a unit Risk Analysis.
- Not engage in any form of harassment or unlawful discrimination and take steps to prevent and deal with any harassment or unlawful discrimination, especially amongst students (including race, physical appearance, disability, gender, marital status, age or parenting). This may take the form of, but is not limited to :
 - Verbal abuse or threats
 - Unwelcome remarks, jokes, innuendoes or taunting
 - Displaying offensive material such as posters, cartoons or screen savers
 - Physical intimidation
 - Practical jokes that cause awkwardness or embarrassment
 - Leering
 - Unwelcome physical contact
 - Communication for prurient purposes
- Only touch students in ways that are responsible (e.g. leading a young student, protecting a child, assisting during sport/dance etc. not using hostile or reckless application of force or the threat of force etc)

- Not have any sexual or romantic or inappropriate relationship with any student (including “grooming” behaviour, inappropriate conversations, inappropriate touching, inappropriate personal correspondence, spending excessive time with a student, inappropriately giving gifts or showing special favours)
- Provide the basic physical and emotional necessities of life to those for whom we are responsible, especially on excursions and camps (food, clothing, medical assistance etc)
- Make mandated notifications where appropriate
- Immediately bring to the attention of the Principal any breach of policy or law that may result in legal action
- Act with the same integrity online remembering that nothing is private once you hit send
- Conduct appropriate relationships with the wider community as representatives of the College.

Appropriate behaviour towards staff

Be devoted to one another in love. Honour one another above yourselves (Romans 12:10) and Philippians 2:3 which instructs us to “Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves”.

Staff at Hope Christian College will:

- Remember that all staff are made in the image or likeness of God (Genesis 1:26-27) and act accordingly
- Encourage each other
- Engage actively with one another on a kind and professional manner, not isolating one’s self from the rest of the staff in one’s classroom or office
- Assist each other to carry out professional responsibilities
- Speak to one another with respect
- Do not speak badly about or gossip about another staff member
- Do not make inappropriate remarks, jokes or comments regarding another staff member
- Not engage in any form of harassment or unlawful discrimination and take steps to prevent and deal with any harassment or unlawful discrimination (including race, physical appearance, disability, gender, marital status, age or parenting). This may take the form of, but is not limited to :
 - Verbal abuse or threats
 - Unwelcome remarks, jokes, innuendoes or taunting
 - Displaying offensive material such as posters, cartoons or screen savers
 - Physical intimidation
 - Practical jokes that cause awkwardness or embarrassment
 - Leering
 - Unwelcome physical contact
 - Communication for prurient purposes
- Avoid conflict where possible
- If a problem occurs follow the staff grievance policy which in essence is as follows:
 - Speak to the staff member concerned yourself (be careful about going to a third party first, and if you have to seek advice, avoid mentioning names if possible)
 - If the matter is not resolved, take a witness along
 - If the matter is still not resolved involve your section Deputy or the Principal
 - Remember that resolving matters almost always involves compromise on both sides
- If you observe a serious matter between staff, report it carefully to the appropriate section Deputy or the Principal
- Act with the same integrity online remembering that nothing is private once you hit send

Appropriate relationships with the wider community

It has become widely understood that we live in a time and place where there is the appearance of a private life but where the reality is that there is very little genuine privacy. Thus we learn to live our lives with layers of security and layers of varying degrees of transparency. In this regard we understand that we conduct our outside of work relationships with the same Christian care which characterises our work lives.

As staff at Hope Christian College we will:

- Behave in public in a manner which is fitting of our Christian profession
- Represent the College as Christian professionals at all times
- Be deliberate in our efforts not to harm the reputation of the College
- Speak well of the College at all times
- Avoid conflict where possible
- Take care at sporting venues in the “heat of the moment”

Appropriate use of College resources

As staff we recognise that the College resources are not our own. We understand that there is a reasonable give and take between our home office and the College work place. We understand that the College consumables and assets are not simply at our disposal but are there for the purposes of the College.

As staff at Hope Christian College we will:

- Respect resource limits
- Not or take for our own gain or saving
- Ask to borrow resources within reasonable limits, knowing that an individual may be billed for which are damaged in their private use
- Not on-loan to a third party
- Not spend time or resources watching or downloading unrelated or scarcely related materials, particularly music or video materials
- Be on the College site during reasonable hours

This Staff Conduct Policy should be considered authoritative with the full backing of the College. It is not per se a document used to describe actions that will bring discipline should there be a breach of its dictums, excepting in legal matters. The first attitude of the College is always to assist staff in their Christian walk and professional practice. Where there are matters which need addressing, they will be addressed through normal means such as courageous conversations, the grievance procedure and where necessary industrial/legal channels. It is the aim of the College to avoid the latter wherever possible, but rather support and grow our staff more and more into a spiritual, highly competent professional collegiate body.



Dominic Hopps
Principal
Hope Christian College