



Rationale

As Christians employed at Hope Christian College (HCC) staff have been called to be examples and role models to the College community both inside and out of work hours. The College verse encourages all to do everything heartily for God (Colossians 3:23) thereby compelling all to live consistently with Scriptural values in as much as they impact upon the College and the wider College community.

Scope

The *Staff Code of Conduct Policy* should be considered authoritative with the full backing of the College. It outlines the principles and ethos of expected behaviour by people employed by the College. The first attitude of the College is always to assist staff in their Christian walk and professional practice. When staff behavioural matters arise, they will be addressed through normal means such as face to face meeting, the *HCC Staff Grievance Procedure*, and where necessary through 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.

Definitions

at/to the College – this refers to being on the College grounds, but also refers to being present at College activities such as excursions, on or off site, and special days (e.g. Sports Days) and requires adherence to this policy unless specified by a separate policy or when specific permission is given by the responsible staff member

College community – this includes but may not be limited to: students, parents of students, immediate family of students (particularly minors like younger siblings), authorised volunteers, authorised visiting speakers and guests, staff (whether temporary, contracted or permanent), staff spouses and dependant children (who are not staff or family), College leadership, and CCC church staff and leadership that are connected in some way to the College (e.g. not unconnected church attendees)

departmental head – refers to the Principal, relevant deputies, area coordinators and managers

grievance – refers to when a student feels a circumstance has caused dissatisfaction or detriment to them, or some other member of the College community. This may range from annoying inconvenience to situations causing embarrassment, or emotional distress

online – particularly social media, but also referring to all online comments and content, via web or apps

parent – also includes caregiver or guardian, as specified as the responsible person on the enrolment form

staff, staff members – refers to the student's class teacher or a paid Hope Christian College staff member who is responsible for supervising the student during College hours or during associated activities.



student – any student enrolled at Hope Christian College through a contract with their parent/guardian(s), regardless of their age

Consistent with a Christian profession

The first calling of all Christians is to be followers of the Lord Jesus Christ. As Christian staff members there is a need to be conformed to God through the renewing of the Holy Spirit (Romans 12:2), understanding this in the context of sin, the need for daily forgiveness and remaining in a loving, right relationship. Paul urges Christians to live a life that is consistent with the call of Jesus Christ: *“I urge you to live a life worthy of the calling you have received.”* (Ephesians 4:1) As such all should seek to uphold the moral law of the Scriptures, not only out of a sense of duty or responsibility, but out of love of God.

Free from gross public scandal

Staff in a Christian college are role models recognized in the community, causing an extra measure of scrutiny. The responsibility of being involved in the education and development of children requires that staff to avoid public scandal. Christian staff 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 it would bring oneself or the College into disrepute
- avoiding malicious gossip or being a ‘busy-body’
- avoiding other scandalous sin.

Professional integrity in carrying out our responsibilities

Staff employed by HCC have a responsibility to the College, the students and their families to ensure that workplace integrity meets the very highest of professional standards. This will include for all staff:

- complying with all policies, requirements, guidelines, procedures and directives of HCC
- never undermining College procedures, protocols, practices or standards



- 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 staff dress (see *Staff Dress Policy*)

Specifically for teaching staff this also includes:

- fulfilling the *HCC Teacher Role Statement*
- unfolding the curriculum, daily, with a Christian worldview through the *HCC 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

Appropriate behaviour towards all members of the College community

Behaviour towards all members of the College community should at all times show the love of God through Christ Jesus, and staff at HCC will:

- treat all with respect as reflected by the fact that all are made in the image or likeness of God (Genesis 1:26-27)
- speak to all with care and respect, never belittling or employing facetiousness
- not engage in staffroom chat or gossip, make remarks or innuendo about another
- enact the College's *Privacy Policy*
- neither engage in, and take steps to prevent, any form of harassment or discrimination (e.g. race, physical appearance, disability, gender). This may take the form of, but is not limited to:
 - verbal abuse or threats, remarks, jokes, innuendoes or taunting
 - physical intimidation or unwelcome physical contact
 - practical jokes that cause humiliation or embarrassment
 - leering
 - displaying offensive material such as posters, cartoons or screen savers
 - communication encouraging an excessive interest in sexual matters



- 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
- 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 and speak well of the College at all times
- avoid conflict where possible
- watch behaviour at sporting venues in the “heat of the moment”

Appropriate behaviour towards students

Staff behaviour towards students should at all times show the love of God through Christ Jesus, remembering that they are also made in the image of God and are still developing their ability to make mature decisions with regards to their behaviour. As well as the directives for behaviour towards to whole College community, concerning students particularly, staff at HCC will:

- take an active role in the wellbeing of all students in the College’s care
- provide the basic physical and emotional necessities of life to those for whom the College is responsible, especially on excursions and camps (food, clothing, medical assistance, etc.)
- teach or interact with all students with diligence and respect, understanding that all students are capable of learning
- not engage in staffroom chat or gossip about students, what they have done or how they behave
- enact the College’s *Child Protection Policy*
- make mandated notifications where appropriate
- 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, Physical Education practicals, some of which may be done as a unit Risk Analysis.)
- only touch students in ways that are responsible (e.g. leading a young student, assisting during sport/dance, not using hostile application of force)



- not have any sexual or romantic or inappropriate relationship with any student including but not limited to:
 - grooming behaviour
 - inappropriate conversations, touching or correspondence
 - inappropriately giving gifts, excessive time or special favours.

Appropriate behaviour towards staff

As colleagues, staff are to treat each other professionally with respect. As fellow Christians, staff must honour one another and model the Christian values the Christian walk upholds. Therefore staff at HCC will:

- engage actively with one another on a kind and professional manner, not isolating one's self from the rest of the staff in a classroom or office
- assist each other to carry out professional responsibilities
- speak to one another with respect and encouragement
- resolve conflict quickly
- not engage in any form of sexual behaviour in the workplace
- not engage in any form of workplace bullying or harassment towards another staff member at any time.

If a problem occurs follow the procedure for conflict as outlined in the *Staff Grievance Policy*. If you observe a serious matter between staff, report it carefully to the appropriate section Deputy or the Principal.

Appropriate use of College resources

Staff are to recognise that College resources are not for private use. There is a reasonable 'give and take' between the home office and the College work place, however College consumables and assets are primarily there for the purposes of the College.

Concerning these resources, HCC staff will:

- respect resource limits
- not take resource for personal gain or saving
- ask to borrow resources within reasonable limits, understanding the user may be billed for damage cause by private use
- not on-loan to third parties



- 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.

Other relevant Policies and Procedures:

- HCC Anti-harassment/Anti-bullying Policy
- HCC Child Protection Policy
- HCC Shared Pedagogy
- HCC Privacy Policy
- HCC Sexual Harassment Policy
- HCC Staff Dress Policy
- HCC Staff Grievance Procedure
- HCC Teaching Staff Code of Conduct
- HCC Teacher Role Statement
- AITSL standards
- ACARA statements

Review

The policy will be reviewed every two years. The review will be conducted by the responsible officer, drawing upon input and feedback from the staff and leadership of the College, and AISSA who will advise on external changes, such as changes to legislation, etc.

Declaration: I have read, understood and agree with the Staff Code of Conduct of Hope Christian College.

Staff Member Name: _____

Staff Member Signature: _____ /____/19