



# Green Point Christian College

ABN 61 003 829 767 – ACN 003 829 767

*Equipped for life*

## Staff Policies, Procedures and Responsibilities

### v1.4 Code of Conduct (Staff)

Prepared by	Principal
Date prepared	March 2013
Date ratified by the Board:	
Monitored by	Principal
Review by	Principal
Date for review	2022
Status	
Policy Pertains to:	All staff
File Details:	...

#### Version History

Version	Date	Notes
1.1	March 2016	Reviewed and edited by Principal
1.2	June 2017	Reviewed and edited by Principal
1.3	September 2018	Reviewed and edited by Executive
1.4	May 2020	Reviewed and edited by Principal

► **INTRODUCTION**

The Green Point Christian College Staff Code of Conduct guides all staff members (permanent, temporary and casual) in their consideration of professional and ethical issues that may arise from their employment. It also outlines the College community's expected standards of behaviour.

This Code provides guidelines in modelling and building an educational environment that is faith-filled, collaborative, consultative and lawfully compliant. The intention of this document is to clarify parameters of appropriate and inappropriate conduct for workers in child-related employment; to develop and maintain a safe and supportive environment for students, staff and the College community; and to promote the core purpose and mission of the College.

As members of a Christian community, lifestyle choices have an impact and how staff conduct themselves outside the school in a non-educational setting may affect both their professional standing in the community, as well as the College's reputation.

It is expected that staff exercise the care required of a skilled professional. This Code of Conduct is not intended to be exhaustive, nor to identify every possible scenario of concern in the workplace. Read in conjunction with the individual staff member's Employment Contract (Letter of Offer, or Change of Conditions Letter), College policies and procedures, and the Staff Handbook, this Staff Code of Conduct will offer a common understanding of the College's expectations.

Compliance with this Code of Conduct is a requirement of continued employment at Green Point Christian College for all staff. This version of the Code of Conduct replaces all previous versions.

► **POLICY SCOPE**

This policy applies to all teaching and non-teaching staff of Green Point Christian College. The Code is intended to provide members of the College community with guidelines for the effective development of positive relationships to assist in promoting biblical values and high ethical standards. This policy is to be read in conjunction with related Green Point Christian College policies as stated in this policy.

► **TABLE OF RESPONSIBILITIES**

<i>Responsibilities</i>	<i>Evidence of Compliance</i>
<b>Principal</b>	
Ensure the implementation of this policy within the College	Code of Conduct on file
Ensure procedures are maintained that enable compliance with this policy	Relevant Procedures on file
<b>Executive Staff</b>	
Develop appropriate procedures that enable compliance with this policy	Relevant Procedures and Policies on file
Ensure appropriate training is provided for staff	PD Program and Calendar
<b>All staff</b>	
Compliance with Code of Conduct	

## ► DEFINITIONS

- **Principal:** means the Principal or the Principal's delegate.
- **Reportable conduct:** Any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence); or
  - Any assault, ill-treatment or neglect of a child; or
  - Any behaviour that causes psychological harm to a child, regardless, in any case, with the consent of the child; or
  - Accidents of a mandatory nature under Work Health and Safety Act 2011, Work Health and Safety Regulation 2011.
- **Staff Member:** All teaching and non-teaching staff of Green Point Christian College including casual staff.
- **Student:** means any person involved in a College delivered course. Varying degrees of "Duty of Care" will come into effect depending on the student's age.

## ► CHRISTIAN RATIONALE

The College is a Christian community, and consequently represents the Body of Christ, with the command to love one another as Christ loves each one of us. Therefore, the instructions in Scripture for building up the Body of Christ are foundational to the ethos, aims and philosophy of the College, and are reflected in its policies, procedures and other documents.

This Code of Conduct is grounded in the character of Jesus Christ:

*As ambassadors of Christ, Christians are exhorted to live a life of exemplary behaviour in all circumstances. All actions of staff towards children must be motivated by a desire for the welfare of the child, bearing in mind that love always protects. (1 Corinthians 13:7)*

This Code of Conduct concerns relationships, not rules. Its principles can be summed up in the exhortation *Be devoted to one another in love. Honour one another above yourselves* (Romans 12:10). Through the diligent outworking of the principles and guidelines of this document, staff will consistently foster the dignity and integrity of every person as made in the image of God; modelling Christ's love in mature relationships; and acting in a manner that creates a safe and effective educational and pastoral environment.

*But the wisdom that comes from heaven is first of all pure; then peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere. Peacemakers who sow in peace reap a harvest of righteousness. James 3:17-18 (NIV)*

## ► STAFF CODE OF CONDUCT

Green Point Christian College staff members are committed to honouring God in their lives and in their relationships within the College community.

## ► PRINCIPLE 1: HONOUR GOD IN OUR PERSONAL LIVES

It is an inherent, genuine occupational requirement that all staff, as members of the Christian learning community of the College and role models for students, are required to be adherents in belief and practice

to the Christian faith including possessing and maintaining a firm personal belief consistent with the beliefs, ethos and aims of the College.

In particular, each staff member must:

- Be seen to conduct themselves in a manner consistent with the College's Statement of Faith. Staff should provide a Christian example to all students and families;
- Not act in ways they know, or ought reasonably to know, are contrary to the beliefs of the College. They should refrain from any deliberate conduct which is incompatible with the intrinsic character of their positions;
- Maintain an active commitment to and involvement with an Evangelical, Christian church holding a doctrinal position consistent with the beliefs and ethos of the College and in alignment with the College's Statement of Faith. At the least, this active commitment requires regular and frequent attendance at that Church's worship services;
- Act in a professional and respectful way that enhances their professional reputation and the reputation of Christian education. Staff should be aware that personal conduct and lifestyle outside of normal working hours can reflect on the College. Therefore, staff should act in accordance with this policy at all times;
- Not carry out duties or act on behalf of the College while under the influence of alcohol, illicit drugs or medication which could impair judgment. All staff must abstain from smoking tobacco in any form, the use of alcohol as a beverage in any form, whilst undertaking school duties or on school property;
- Abstain from the use of illegal drugs;
- Avoid the use of profanity or obscenities in word or conduct;
- Not intentionally initiate rumours and ensure that rumours are not passed on;
- Live according to the Biblical precept in which sexual relations is only permitted within a marriage relationship between husband and wife; and
- Treat fellow employees, students and others within the College community with the respect and dignity that all deserve.

## ► PRINCIPLE 2: RESPECT FOR PERSONS

The College seeks to create an environment where all persons are treated equitably and with respect and where the efforts of staff and students are encouraged, and their achievements recognised.

Respect for others extends to the manner in which staff members deal with students, parents/carers, colleagues, other members of the wider College community and the general public. The College regards a staff member's personal behaviour towards, and interaction with, others as a vital part of the duties of any position. A collegial working environment is expected.

In particular, each staff member should:

- Not do anything that may damage the College's reputation or cause embarrassment to the College;
- Treat all people with dignity, courtesy and respect;
- Respect and be sensitive to an individual's cultural, ethnic and religious background;
- Actively discourage any form of harassment or unlawful discrimination;
- Avoid language and behaviour which might be reasonably perceived as offensive, abusive or intimidating; and
- Demonstrate the highest standards of professional behaviour and exercise professional judgment in accordance with this Code.

## Interaction with Students

### General Interactions

It is expected that all staff will be caring and compassionate and take an interest in students and set appropriate boundaries within those staff/student relationships.

Staff must be aware that their interactions with students are based on a trusting relationship arising from the nature of the work, and that those relationships are open to scrutiny.

Staff must always treat students with respect. Within this, there is no place for sarcasm, derogatory remarks, offensive comments or any other inappropriate conduct that may result in emotional distress to a child.

Some indicative behaviours that may suggest a student is not being treated in a professional manner could include:

- Giving gifts to a child (for example giving a birthday gift to a particular student when this is not the practice with other students, or asking the student to keep the gift a secret from others);
- Showing special favours;
- Allowing a student to not adhere to the Behaviour Management Policy;
- Sharing secrets with a student;
- Inconsistent consequences or allowances;
- Making telephone calls of a personal nature to students;
- Sending emails of a personal nature to students;
- Sending personal SMS (text) messages to students;
- Videoing students on personal mobile phones, unless doing so as a known and approved learning activity.

### Social Interactions

Social interactions between staff and students outside of the College and College related activities can be problematic and may lead to allegations against staff. Staff must be conscious that their position places extra obligations on them and should follow the procedures as set out in this document. Due to the fact we are a community-based College, staff need to be aware of how personal relationships with College families may impact on their teaching role. While acknowledging the potential for social friendships between families that include school aged children staff should apply wisdom in their interactions, seeking guidance from their Head of School where necessary.

Examples of when staff might seek guidance from their Head of School include:

- When visiting students at their home for school related activities, although staff must also have parental permission and parents must be present;
- When a student initiates a possible visit to a staff member's home for a school related activity, the staff member must first seek parental permission and ensure that the parent is present.
- A group activity at a staff member or other adult's home. The staff member must also seek parental permission.

When affirming a student, a consistent approach should be used in line with College practice. Staff must be conscious that their actions, particularly physical gestures, may be open to scrutiny by others. Staff are required to develop and exercise prudent judgment and sensitivity regarding appropriate and what could be deemed as inappropriate physical interactions with students.

Staff may only engage in tutoring or coaching students outside of College hours in accordance with College policy. Staff should be aware that child protection issues may arise in these circumstances and should always follow their obligations under this Code.

Staff must avoid situations where they are alone with a student. In the conduct of their professional duties, staff may be required to work in a one to one situation with a student. When responsible for a single student, a staff member should:

- Have previously discussed arrangements with their direct supervisor and parent, and have obtained relevant permission where necessary;
- Maintain visibility into a room;
- Where possible, interact with the student in an area open to observation.

NB 1: There are certain circumstances when the above intention may be difficult to meet eg use of Dark Room and special consideration needs to be taken in such situations.

NB 2: College Counsellors, Career's Advisor, Year Advisors and Heads of School have specific protocols in place.

### **Intimate Relationships**

Staff must not, under any circumstances, engage in intimate and/or sexual relationships with a student or engage in any conduct of a sexual nature with a student. It is irrelevant whether the relationship is heterosexual or homosexual, consensual or non-consensual or condoned by parents or caregivers. The age of the student or staff involved is also irrelevant.

Improper conduct of a sexual nature by a staff member against a student and/or other staff member includes sexual intercourse and any other form of sexual misconduct. Sexual misconduct includes:

- Obscene language of a sexual nature;
- Suggestive remarks or actions;
- Jokes of a sexual nature;
- Obscene gestures;
- Unwarranted and inappropriate touching;
- Sexual exhibitionism;
- Undressing in front of students;
- Personal correspondence with students in respect of the staff's sexual feelings for the student;
- Deliberate exposure of students to content of a sexual nature, other than in the case of prescribed curriculum material in which sexual themes are contextual;
- Possession, distribution or display of pornography;
- Electronic transmission of messages or files which are sexually explicit, offensive or contain inappropriate jokes;
- Sending SMS (text) messages which are sexually explicit, offensive or contain inappropriate jokes;
- Making personal comments about a student;
- Asking questions that probe a student's sexuality or personal relationships;
- Discussing personal details of lifestyle of self or others;
- Disclosing their personal contact details to students.

Staff must not:

- Discuss matters of a sexual nature relating to themselves.

Should any student engage, or attempt to engage, in inappropriate behaviour of a sexual nature with a staff member, then immediate steps must be taken to discourage the student and the matter should be immediately reported to the Principal.

Staff must notify the Principal immediately should they suspect a situation involving any form of reportable conduct or concern of risk of harm to students. Staff must also be aware of individual mandatory reporting requirements under the *Children and Young Persons (Care and Protection) Act 1998*. It is not the responsibility of staff to investigate allegations or suspicions of a child protection nature. For further information, refer to the Green Point Christian College Sexual Harassment Policy.

### **Maintaining Professional Boundaries**

The following self-assessment may assist staff in assessing their application of professional boundaries:

- Am I dealing in a different manner with a particular student than with others under the same circumstances?
- Would I do or say this if a colleague was present?
- Is my dress/availability/language different from the normal with a particular student(s)?
- Are the consequences of my actions likely to have negative outcomes?
- Are my personal feelings translating into inappropriate actions?
- Could my conduct with a student be perceived as demeaning or belittling?

Staff are required to bring to the attention of their Co-ordinator/Head of School any potential, perceived or actual contraventions of any of these boundaries set out in this Code, whether by themselves or colleagues. The requirement to report any possible contraventions is essential given the duty of care owed to all students of the College. In addition, all staff are to notify of any allegation of reportable conduct or reportable convictions of which they become aware in accordance with current legislation and College policy or procedure, to the Principal.

### **Student Management**

Student discipline practices in the College aim to facilitate the development and experience of responsible self-discipline amongst students and to promote the well-being, safety and effective management of the College community.

It is the responsibility of each staff member to develop effective, consistent and appropriate management strategies in day to day interactions with students as a preventative system of behaviour management. These strategies should include a clear, consistent and graded method of dealing with inappropriate behaviours and should be developed in accordance with the College's Pastoral Care, Student Behaviour Management Policies/Procedures. It is the responsibility of each staff member to be familiar with these policies and procedures.

### **Physical Contact with Students**

When physical contact with a student is a necessary part of the teaching/learning experience, staff must exercise caution to ensure that the contact is appropriate and acceptable for the duty to be performed.

- Assessing a student who is injured or ill may necessitate touching. A staff member should advise the student of what they intend to do and, where possible, seek the student's agreeance;
- Teaching sport, music and other activities may require the physical handling of a student to demonstrate a particular action or skill.

Physical contact with students which may be appropriate includes:

- Comforting an upset student;
- Guiding a student in a non-threatening manner;
- Protecting a student from imminent danger to himself/herself or to others.

The physical contact referred to above is only acceptable if the contact was reasonable for the purpose of discipline, management or care of the student. The contact must also be appropriate given the age, maturity, health or other characteristics of the child. Physical contact with a student should be consistent with any behaviour management plan in place for that student.

### **Physical Restraint**

Physical interventions to contain and/or control the behaviour of students should only be employed as measures of last resort to ensure safety and protection. The use of physical intervention is restricted to occasions when the student, other students, staff or others are being harmed or are in imminent danger of being harmed seek immediate support.

Some examples of when it may be appropriate to use physical intervention as a last resort include:

- A student attacking a staff member;
- A student attacking another student;
- A student causing, or at risk of causing, injury to self or others;
- A student misusing dangerous materials, substances or objects where it is likely that this will cause imminent harm.

As any physical intervention involves some risk of injury to the student or staff, staff must weigh this risk against the risks involved in failing to physically intervene when it may be warranted. All staff using physical intervention are responsible and accountable for the manner in which they exercise that authority.

It is important to understand that failure to intervene (or seek assistance to intervene) in a situation that threatens another person's safety could be deemed as a failure to provide adequate "Duty of Care".

### **First Aid Treatment**

Where students require medical attention to private areas of their bodies and they are incapable of doing it themselves (under instruction):

- assistance should be given, where practicable, by a female staff member; or
- in the case of Secondary School boys, either by a male or female staff member, always ensuring that a suitable witness is present.

### **Interactions with Parents/Carers**

Staff must recognise and respect the right of a parent/carer to be consulted about any matter which concerns their child's education. Staff must communicate in an open, honest and professional manner with parents/carers, including reporting on a student's achievements and learning options in a way that promotes successful educational outcomes. Staff must respond to parent enquiries about their child(s) circumstances within a reasonable time frame.



In particular, each staff member must:

- Consult with parents/carers as required, through proper channels (including in person, or by email or phone at appropriate times), about the welfare or progress of their child;
- Encourage parents/carers to engage actively in the education and wellbeing of their child;
- Make contact with parents/carers (in addition to Parent/Teacher Evenings and reports) regarding matters of individual and particular concern;
- Recognise the importance of pro-active rather than re-active advice to parents/carers concerning their child's academic, physical and emotional development at the College, and put this into practice; and
- Recognise the importance of an informed and positive relationship between teachers and parents/carers in order to communicate and clarify a range of issues (for example, College ethos, assessment, curriculum and extra-curricular activities), and put this into practice.

### **Interactions with the wider College Community**

It is expected that staff will conduct themselves in a respectful and responsible manner that enhances the reputation of the College and does not bring the name of the College into disrepute.

In particular, each staff member must:

- Express publicly a loyalty to the College and avoid making comments that may damage the College's reputation or good standing in the wider community, either personally or online;
- As members of the community, individual staff members have the right to make public comment on issues of personal opinion, but in doing so, should not imply that their own private views represent the official view of the College;
- Only the official spokesperson – the Principal of the College may communicate with members of the media regarding incidents at the College.

### **Interactions with Colleagues**

It is expected that staff will conduct themselves in a professional, respectful and co-operative manner towards all other staff members. Staff should remain above reproach in all relationships both inside and outside the College context.

Each staff member must:

- Take responsibility for their own conduct;
- Communicate in an open, honest and non-judgmental manner with one another;
- Act and speak in a manner that encourages colleagues in godliness and in their personal and professional growth. Avoid harsh criticism, hurtful and derogatory personal comments and gossip;
- Adhere to and support the lines of authority, responsibility and communications established in the College, and conduct their work within this established framework;
- Follow the reasonable instructions given by a supervisor or delegate;
- Maintain loyalty to the College and all members of the College community;
- Maintain appropriate confidentiality and respect the right to privacy of our colleagues. Behave responsibly in maintaining the security of any personal information;
- Attempt to resolve conflicts or differences through the procedures identified in the Grievance Policy;
- Perform their duties in a professional capacity and be accountable for their performance;

- Develop productive and supportive relationships with each other and work together to maintain a safe and positive learning and working environment; and
- Respect the reputation of colleagues, act in good faith and refrain from making false, malicious or otherwise inappropriate statements about them.

### **Workplace Harassment and Sexual Harassment**

Green Point Christian College is committed to providing a workplace free of all forms of discrimination, victimisation and harassment.

Harassment has detrimental effects on people and can also severely damage the reputation of, and public confidence in, the College. All staff at the College have the responsibility to act fairly and reasonably towards other staff, students and the general public in accordance with College's policies and relevant legislation.

Discrimination, victimisation or harassment, intimidation, bullying and the breach of professional boundaries, or abuse of power, are a violation of legislation and therefore relationships, and will not be tolerated. Such behaviour will be dealt with in accordance with existing policies (see Anti-Discrimination, Sexual Harassment, Workplace Anti-Bullying Policy). These policies apply to any site or event organised by, or associated with, Green Point Christian College eg where the College is represented, either explicitly or implicitly.

Any allegation of discrimination, victimisation or harassment against an individual, shall be thoroughly investigated. If, following investigation, the allegation is deemed on the balance of probability to be true, the College may take disciplinary action (see Employment Policy).

NB Criminal charges may be laid by legal authorities in cases where the allegation has been sustained.

### **► PRINCIPLE 3: PROFESSIONAL BEHAVIOUR**

The College is committed to ensuring that the professional behaviour of all staff members meets the highest standards and expectations, to maintain public trust and confidence in the College and its staff.

Each staff member must:

- Be familiar with and comply with relevant laws, regulations and College policies and procedures;
- Comply with lawful and reasonable directions given by someone who has authority to give those directions;
- Be familiar with and comply with relevant professional standards and rules of conduct. Teaching staff must also comply with standards published by the NSW Education Standards Authority (NESA);
- Act within their organisational responsibilities and delegations;
- Be honest and act with integrity;
- Act in a professional manner that shows respect for others; and
- Model appropriate standards of conduct and behaviour for students.

### **Honesty and Integrity**

Staff must maintain high standards of honesty and integrity in their work and ensure that their position at the College is not used for personal or other improper advantage.

## **Avoiding Conflicts of Interest**

Staff members are required to conduct themselves with honesty and propriety. This means that staff must avoid conflicts between their private lives and College responsibilities and must avoid situations where there is a reasonable basis for the perception of such a conflict. The obligations outlined below are examples of specific circumstances where conflicts of interest might arise:

### **Personal relationships**

A staff member must not, without the Principal's written consent, make or participate in any decision made at the College which may affect another person with whom the staff member has a personal relationship (such as near relative, spouse, close friend or personal associate).

### **Sexual relationships**

A staff member must not, under any circumstances, have a sexual relationship with a student (see section above).

### **Receipt of gifts**

Staff members must not ask for or encourage the giving of any form of gift or benefit, either for themselves or for another person, in connection with the performance of their duties.

### **Appropriate use of College information**

Staff members will gain access to information while engaged in their duties. Staff members must respect the privacy of others and the confidentiality of commercial information of the College and ensure that information of a personal nature and other confidential information is accessed and used only for College purposes and is not disclosed to any other person without appropriate authority. There must be a valid professional reason for a staff member to view a student's details, either electronically or via the student's file.

Each staff member must be familiar with and comply with the College's Privacy Policy.

## **Privacy and Confidentiality**

The College has a legal responsibility and is committed to protecting the privacy of certain personal information about current and former students, families, parents/carers and staff members.

Staff members may have access to personal information concerning students, families, or other staff members, and/or information about the College which is not public knowledge. Such information must be treated confidentially and must not be disclosed except where:

- The parents/carers, staff member or the College (as applicable) consent to the disclosure; or
- The disclosure of information about a student is to another staff member who has a professional role in relation to the student and the disclosure is relevant to that role.

Staff members should not disclose information regarding their salary and other employment conditions to other members of staff, students or parents/carers.

Each staff member must comply with the College's Privacy Policy.

## Use of College Resources

Staff members must ensure that all College equipment, resources and consumable items are used appropriately for the work and business of the College. Work time is also a valuable resource that must be managed productively for the benefit of the College and its students.

The following principles apply to all staff members:

- Staff members will take care to ensure that College equipment is maintained and used in accordance with the manufacturer's requirements, and that all use is both safe and legal;
- Staff members will obtain approval from their Co-ordinator or Supervisor before using College equipment and resources outside the College's premises, and will ensure such equipment is safely transported, stored and secured;
- Each staff member will be familiar with and comply with the College's Workplace Health and Safety Policies;
- Staff members will not breach copyright law or licensing arrangements when dealing with any property owned by the College or otherwise, including software, Library materials and reference materials;
- Staff members will only use the College's stationery, letterhead and official logos and signatures for College business, with the approval of the Principal;
- While staff members may occasionally need to use the College's resources (including telephone, fax, email and internet) for personal purposes, such use will be limited and only during the staff member's personal time;
- Each staff member will be familiar with and comply with the College's Information Technology – Acceptable Usage Policy.

## Mobile Phones and Electronic Devices

During work time, staff members must only use mobile phones or other electronic devices in classrooms or other areas, for the purpose of student learning. Personal use of such devices may only be in the staff member's personal time, except in the case of an emergency.

Each staff member should avoid the following situations:

- Communication with students using a personal mobile phone;
- Communication with students from a private or personal email address;
- Use of personal cameras or mobile phones to capture images of students, unless:
  - prior approval has been given to the College by the parent and Head of School; and
  - the digital media will be used for College purposes only;
- Publishing any photograph of a student without the consent of the student's parent/carer.

## Social Media

Each staff member must ensure that any use of social media, whether using the College's computer systems or otherwise, does not adversely impact upon the College or involve unacceptable use in breach of this Code or any other College policy or procedure.

Each staff member must take care to ensure that their conduct in accessing or using social media does not bring the College into disrepute or have the potential to damage the College's reputation or business and is compatible with their duties at the College.

In particular, when using social media, each staff member must:

- Not use online social networks to contact or interact with students, unless the contact or interaction is sanctioned by the College as part of a College activity;
- Ensure all content is private and cannot be seen by any students;
- Not make any reference to the College, its operations, other staff members, students or parents/carers, whether directly or indirectly;
- Be aware of and comply with all laws and College policies for the appropriate protection of the College's intellectual property and confidential information, and pertaining to matters such as copyright, privacy, libel, defamation, discrimination, harassment and health and safety;
- Not make any comments or disclose, distribute or publish any material which is disparaging of the College, its current and former staff members, students or parents/carers, or may constitute discrimination, harassment (including sexual harassment), bullying or victimisation of any of these persons;
- Protect the personal information of current and former staff members, students and parents/carers, in accordance with privacy laws; and
- Not post any images of the College, its events, current and former staff members, students or parents/carers, without prior consent of all relevant parties.

Staff members must be aware that this policy applies even when a staff member is accessing social media using their personal equipment and/or outside of work hours.

If a staff member wants to use social media for educational purposes, the staff member must first obtain the written approval of a member of the Executive and once that approval is obtained, should work with the College's administrative and technology staff to identify and use restricted, College-endorsed networking platforms.

This Code operates in conjunction with the College's Information Technology – Acceptable Usage Policy. Each staff member must be familiar with and comply with this Policy.

## ► PRINCIPLE 4: DILIGENCE

### Standards of Performance

Each staff member must:

- Be familiar with and comply with relevant professional standards and rules of conduct, including those for teachers published by the NSW Education Standards Authority (NESA);
- Maintain and enhance their skills and expertise;
- Keep up-to-date knowledge of developments within their particular field of work;
- Maintain currency of their professional competence through appropriate professional development or learning experiences;
- Maintain high standards of performance; and
- Focus on client service, whether clients are students, parents/carers, other Staff members, or members of the wider College community or general public.

## Duty of Care

Duty of care is the requirement to do everything reasonably practicable to protect others from foreseeable harm. While this applies in all aspects of a staff member's work, it is particularly important for staff who have interaction with, and responsibility for, students.

Teachers have particular duty of care towards students, arising out of what is known as a fiduciary relationship, ie a relationship based on trust. There are two ethical principles:

- The responsibility to cause no harm to self, or others;
- To actively promote the good of self, and others.

All students have a basic right to a physical and emotional environment that is free from unreasonable risk of harm. Harm includes any significant detrimental effect to the student's physical, psychological or emotional well-being by any cause. It includes minor harm that is cumulative in nature and which would result in a detrimental effect of a significant nature to the student if allowed to continue.

The Child Protection Policy outlines the legal and professional responsibilities of staff in the care of children and young persons.

Staff must actively seek to maintain a physically safe environment for students (refer WHS Policy) and take reasonable steps to prevent harm to students and to support students who have been harmed.

A single serious failure to exercise appropriate duty of care, or persistent repeated failures, may constitute neglect or negligence according to legislation if actual harm is caused, or there is potential to cause significant harm to a child or young person. Legislative requirements are outlined in the Civil Liability Act 2002 Part 1A Negligence/Division 2 Duty of Care.

### i. Section 5B General principles duty of care

“(1) A person is not negligent in failing to take precautions against a risk of harm unless:

- (a) the risk was foreseeable (that is, it is a risk of which the person knew or ought to have known), and
- (b) the risk was not insignificant, and
- (c) in the circumstances, a reasonable person in the person's position would have taken those precautions.

(2) In determining whether a reasonable person would have taken precautions against a risk of harm, the court is to consider the following (amongst other relevant things):

- (a) the probability that the harm would occur if care were not taken;
- (b) the likely seriousness of the harm;
- (c) the burden of taking precautions to avoid the risk of harm;
- (d) the social utility of the activity that creates the risk of harm.”

## Fitness for Duty

Staff members must not be under the influence, or in possession of alcohol or illegal drugs during working hours, or at any other time while they have responsibility for students including outside College hours, for example on field trips, excursions or camps.

Alcohol is not permitted to be consumed on the College campus. Failure to behave appropriately may jeopardise a staff member's employment.

Staff members must not provide students with alcohol or drugs (whether legal or illegal) or encourage or condone the illegal use of alcohol or drugs (including underage drinking) or the excessive consumption of alcohol.

Staff members must not misuse over the counter or prescribed medication and must ensure their use of such medication does not adversely affect their work performance or endanger the health and safety of others.

Staff members must not smoke on College premises or nearby areas (for example, the bus stop), or at any other time when they have responsibility for, or contact with, students.

## ► PRINCIPLE 5: STANDARDS OF DRESS

A minimum standard of professional dress that reflects a staff member's role in the College, is expected. Staff are role models for students and consequently their dress must be neat, tidy and appropriate to the occasion. The overarching principles of professionalism and modesty are applicable to all decisions relating to attire.

This section outlines expectations and requirements and takes into account Work, Health and Safety regulations associated with particular roles (ie Science, TAS, CAPA, PDHPE, Maintenance and Cleaning Staff). Noting that the interaction between teacher/student in the Junior School classroom is occasionally different to the Secondary classroom, a different approach to dress in Junior School can sometimes be justified, eg ties for men may not always be as practical.

### Male Staff

The dress code for male staff:

- Modest dress to align with the College ethos.
- Collared shirt and tie unless involved in teaching or other activities where practical or WHS requirements overrule.
- Modest casual wear for non-class-based activities eg Carnivals, camps, PD days etc.
- Tank tops or singlet tops may not be worn as an outer garment.
- Tailored trousers or tailored shorts with belt. Denim or "casual style" jeans or tightly fitting trousers are not appropriate.
- Enclosed dress shoes with socks. Running style shoes only where appropriate for the activity performed eg excursion, gross motor etc.
- Discreet non-offensive body markings and piercings only.

### Female Staff

The dress code for female staff:

- Modest dress to align with the College ethos.
- Tank tops, camisoles, strapless, halter or shoe-string style tops and dresses may not be worn as outer garments unless a top/jacket etc is also worn.
- Tailored trousers. No denim or "casual style" jeans, leggings or tightly fitting trousers.
- Dress shoes or formal sandals, with a flat to moderate heel – (running style shoes only when appropriate for the activity performed eg excursion, gross motor etc).
- Discreet non-offensive body markings and piercings only.

### **PDHPE Staff / Primary School Staff for PDHPE / Gross Motor Lessons**

The staff dress code for practical PE lessons:

- Staff polo shirt (or other polo shirt with collar).
- Sport shorts.
- Joggers and sport socks.
- Tracksuit (not fleecy style).
- Cap or wide brimmed hat.

### **Maintenance Staff**

The staff dress code for Maintenance staff:

- Staff polo shirt, either long or short sleeved based on the season and activity
- Staff polar fleece
- Plain shorts or trousers
- Steel capped work boots
- Broad brimmed hat

All staff have access to the Green Point Christian College staff polo shirt that is available from the Uniform Shop. The Uniform Shop also stocks College branded merchandise for purchase. If a specific staff group requires specific College branded attire, this must be referred to the relevant Head of School.

Hats are to be worn whilst in the sun. Staff required to work outside buildings must wear a broad brimmed hat and sunscreen. This is in keeping with the College's sun protection guidelines for students.

#### **► POLICY REVIEW**

This policy will be reviewed annually at Executive meetings and changes notified to the Board.

#### **► POLICY DISTRIBUTION METHOD**

Staff are advised of all policies by email when they are approved by the College and noted and minuted by the College Board. Due to the nature of this policy, staff will be required to acknowledge annually that they have read the contents. New staff will be required to acknowledge that they have read the policy as part of their orientation. This policy will be made available on the Green Point Christian College website.

#### **► NON-COMPLIANCE WITH POLICY**

This Code of Conduct applies to all paid employees, whether permanent, temporary or on a casual basis. This Code of Conduct forms part of the employment contract or understanding by which a person is engaged or appointed by the College.



- A breach of this Code of Conduct, either apparent or alleged, will be dealt with in accordance with principles of procedural fairness.
- Depending on the nature of the breach, or recurring breaches, sanctions may be applied, from counselling through to termination of employment, in accordance with the Child Protection Policy, Employment Policy and/or Grievance Policy.
- Where legally applicable, staff in breach of the Code of Conduct may seek access to dispute resolution processes.
- If an employee believes this Code of Conduct has been breached by a person at work, he/she must refer the matter to their immediate Co-ordinator or Supervisor, or to the Principal if the matter involves the Co-ordinator or Supervisor.
- The Principal shall take disciplinary action against any employee who attempts to intimidate, coerce or take reprisal against an employee who has disclosed unethical or unlawful behaviour. Refer Employment Policy.
- Your continued appointment is conditional upon you maintaining an active commitment to, and involvement with a Christian church; a lifestyle consistent with Biblical principles; and a firm personal belief in the Statement of Faith.

If a member of staff is in doubt about anything contained in this Code he/she should speak to his/her Section Co-ordinator or Supervisor, or to the Principal.

<b>Related Policies and Procedures</b>	<b>Person Responsible</b>
Anti-Bullying Policy	Principal
Computer Acceptable Usage Policy	Principal
Emergency Management Plan	Principal
Excursion Policy and Procedures	Principal
First Aid Procedure	Principal
Grievance Policy	Board
WHS Policies and Procedures	Principal



# Green Point Christian College

Green Point Christian College Ltd  
ABN 61 003 829 767  
Trading as Green Point Christian College

382 Avoca Drive  
Green Point NSW 2251  
Locked Bag 1  
Kincumber NSW 2251

**T** (02) 4363 1266  
**E** office@gpcc.nsw.edu.au  
**W** www.gpcc.nsw.edu.au

## Staff Code of Conduct Commitment Form

### Staff Code of Conduct

*Green Point Christian College staff members are committed to honouring God in their lives and in their relationships within the College community*

### Principles in the Code of Conduct

- Honour God in our personal lives
- Respect for persons
- Professional Behaviour
- Diligence
- Standards of Dress

### Acknowledgement

I have read and understand the Staff Code of Conduct (Version 201809) as detailed in this document and will strive to abide by it.

I understand that any breach of the Staff Code of Conduct will be dealt with under the processes outlined in the College Grievance Policy and may lead to disciplinary action and in serious cases, to suspension or termination of employment.

Name: \_\_\_\_\_

Church Attended: \_\_\_\_\_

Pastor: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_