

Staff Code of Conduct

In keeping with our Educational Creed we believe:

- Jesus of Nazareth, fully human, fully God, defines personhood for us at Illawarra Christian Education. Jesus did not comply with a set of universally accepted, traditionally based traits of good character as if they existed apart from Him. He defined good character. He was and is Truth. He was and is Life. He was and is Love. He was and is Justice.
- In common with all humanity, we fall far short of Jesus' character – the pursuit of self-interest remains our main impediment. This does not mean that we are totally bereft of good character, but it does mean that we all have problems with doing good and thus incur the wrath of a perfect God and experience disharmony with others.
- Jesus' life, death and resurrection on our behalf bring us back into relationship with God and provide us with the inspiration and the model for good character. I.e. Christ-likeness.
- Self-sacrifice, truth and love are the hallmarks of Christ-likeness.
- God gave children to parents whom he holds responsible for their nurture and training and with whom the school works in partnership in the day school education of those children.

We recognise:

The importance of right motives, unity, forgiveness and humility

Opposition, harassment and vilification are often aimed at those who make a stand for good character.

Therefore, under God's grace, we will:

Inspire, equip and affirm each other in our pursuit of Christ-likeness.

Care for one another.

Treat each other with integrity.

Place the interests of others before our own interests.

Faithfully fulfil our professional responsibilities to the best of our ability.

Comply with all reasonable directions of those in authority.

Respect the normal rights and obligations of each other under common and statute law.

Accept any disciplinary action issuing from a serious breach of this code or which is unworthy of our calling as followers of Jesus or brings harm to others or the school (even in a private capacity).

1. Inspire, equip and affirm each other in our pursuit of Christ-likeness

Including such things as:

- 1.1. Relax in God's sovereign grace.
- 1.2. Forgive one another.
- 1.3. Build up one another, irrespective of status or position.
- 1.4. Promote cooperation and harmony amongst colleagues.
- 1.5. Maintain privacy and confidentiality.
- 1.6. Honour the Bible as God's Word, a narrative with Jesus as its fulfilment and climax.
- 1.7. Support and promote opportunities for prayer, Bible study and corporate expression of our common Reformed faith.

- 1.8. Not take advantage of our position to influence other staff in the performance of their duties in order to gain undue or improper advantage for ourselves or any person or organisation with which we may have a personal affinity.
- 1.9. Desire to be: loving; joyful; peaceful; patient; kind; good; faithful; gentle; self-controlled; humble; peacemaking; contented; truthful; industrious; generous encouraging; forgiving; obedient; wise; Christ-oriented; trustworthy; trusting and authentic

2. Care for one another

Including such things as:

- 2.1. Love unconditionally.
- 2.2. Ensure the safety and well-being of students, colleagues and visitors.
- 2.3. Be courteous and sensitive to the needs and idiosyncrasies of others.
- 2.4. Promote the physical, psychological, social, emotional, spiritual and intellectual growth of students, especially with regard to the maturity and self-reliance of the students.
- 2.5. Totally avoid such things as belittling, teasing, excessive or unreasonable demands, hostility, rejection, scapegoating or social isolation.
- 2.6. 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).
- 2.7. Enact the School's Child Protection Policy. Enact the School's Privacy Policy. Enact the school's Occupational Health and Safety Policy and complete Risk Assessment and Management Plans as needed. This includes protecting one's own health and safety.
- 2.8. Treat others equitably; including those with disabilities, those of a different ethnic background, indigenous students and special needs students.
- 2.9. 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, sex, marital status, disability, physical appearance, age or parenting). Harassment or unlawful discrimination results in a person feeling threatened, uncomfortable, or unable to cope. This may take the form of:
 - i. Verbal abuse or threats
 - ii. Unwelcome remarks, jokes, innuendoes or taunting
 - iii. Displaying offensive material such as posters, cartoons or screen savers
 - iv. Physical intimidation
 - v. Practical jokes that cause undue awkwardness or embarrassment
 - vi. Leering
 - vii. Unwelcome physical contact
- 2.10. Pray with Students as appropriate.
- 2.11. Highlight the strengths of others and diminish their weaknesses.

3. Treat each other with integrity

Including such things as:

- 3.1. Provide all necessary and appropriate assistance to colleagues, students and their parents.
- 3.2. Be truthful in all dealings.
- 3.3. Use consultative decision making processes and convey decisions to those with a responsibility to know in ways that are accurate, current and complete.

- 3.4. Enact procedural fairness – the right to be heard and the right to an impartial decision, based on facts.
- 3.5. Identify oneself when dealing with people outside the school.
- 3.6. Only sign documents with one’s own signature and never under compulsion.
- 3.7. When confronted with a difficult decision, seek to do that which:
 - i. Honours Christ
 - ii. Is wise
 - iii. Builds up the other person
 - iv. Is lawful
 - v. Maintains the principles expressed throughout the Staff Handbook
 - vi. Will withstand public scrutiny
- 3.8. Only touch students in ways that are responsible (e.g. leading a young student, protecting a child, assisting during sport/dance etc) and kind (e.g. hugging an Infants or Primary child, touching the shoulder of a secondary student, shaking hands, not using corporal punishment, not using hostile or reckless application of force or the threat of some force etc).
- 3.9. “Avoiding one-to-one contact or communication with students unless in view of other staff members or a responsible adult. This includes face-to-face as well as electronic communications such as email, private message, internet chat, phone and SMS texting. If in extenuating cases such means of contact is required this must be kept to a minimum and transparency maintained, particularly with the student’s parents.
- 3.10. 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, showing special favours, allowing students to overstep the rules, undressing in front of students when on camps etc).
- 3.11. Gifts or prizes of more than \$75 will normally be refused politely or become the property of the school.
- 3.12. Only make limited private use of Illawarra Christian Education communication devices i.e. infrequent, brief, at minimal cost and does not interfere with performance of tasks. Reimburse the school for costs as appropriate. Such use will not involve activities that are questionable, offensive or controversial such as:
 - i. Gambling
 - ii. Accessing chat lines not associated with work
 - iii. Transmitting inappropriate jokes
 - iv. Accessing websites containing pornographic material or images of nudity or sending such material via email
 - v. Excessive use of the Internet
 - vi. Down loading or transmitting large files (greater than 2Mb) not associated with work
- 3.13. Notify any sender of inappropriate material that we do not wish to receive it.

4. Place the interests of others before our own interests

Including such things as:

- 4.1. When appropriate, present one's own viewpoints on issues such as party politics, denominational allegiance and issues that traditionally might divide Christians (e.g. baptism, Lord's Supper, Gifts of the Spirit) with wisdom and respect.
- 4.2. Avoid conflicts of interest, where one could be influenced or could be perceived to be influenced by a personal interest when performing one's schools tasks. (e.g. financial, private employment, personal relationships).
- 4.3. Disclose to the Principal any actual or perceived conflict of interest (e.g. when a staff member is related to a student).

5. Faithfully fulfil our professional responsibilities to the best of our ability

Including such things as:

- 5.1. Teachers will seek to implement the following across all areas of professional responsibility:
 - i. Be what we believe. Live Christ's story in our lives
 - ii. Relate in a Christ-like way
 - iii. Unfold the curriculum in the shadow of the Cross
 - iv. Inspire students in the light of Jesus' resurrection and return
 - v. Structure procedures in ways that are in harmony with our Christian outlook
 - vi. Enable students to be responsible followers of Jesus in an exciting, yet broken, world
- 5.2. Non-teaching staff will seek to implement the following across all areas of responsibilities:
 - i. Be what we believe. Live Christ's story in our lives
 - ii. Relate with others in a Christ-like way.
 - iii. Arrange our tasks efficiently
 - iv. Complete our responsibilities effectively - in the shadow of the Cross
 - v. Enable others to complete their responsibilities
- 5.3. Comply with all policies, requirements, guidelines and procedures within the Staff Handbook.
- 5.4. Support and promote Illawarra Christian Education.
- 5.5. Complete one's responsibilities as if serving Jesus Himself.
- 5.6. Keep up to date with advances and changes in our areas of responsibility and seek ways to improve performance.
- 5.7. Use our performance management system to formally discuss with staff the scope, standards, accountability authority, priorities and goals of their job and to review their performance in achieving specified objectives and competency development.
- 5.8. Undertake appropriate performance counselling to improve performance which may be unsatisfactory.
- 5.9. Consult with the Principal if there is uncertainty regarding the interpretation of this code.
- 5.10. Dress and behave in a manner that demonstrates professionalism according to one's specific responsibilities within the school.
- 5.11. Respect and care for all property belonging to the school and others. Make efficient and economical use of school property.
- 5.12. References for students or other staff may be written on school letterhead, only after consultation with the Principal.
- 5.13. Neither use any, or be under the influence of, or encourage the use of alcohol, illicit drugs or tobacco at school or on a school related event (e.g. excursion or camp or celebration).

- 5.14. Fully participate in the life of the school.
- 5.15. Any public comment (e.g. on radio, TV, to journalists or reporters, in newspapers, in books or journals, on Internet sites, or any broadcast by electronic means, or any other circumstance where it could be expected that comments will spread to the community at large) would normally be conveyed to the public by the School Principal or Chairman of the Board.
- 5.16. Any public comment will be truthful, positive and supportive of school community members and will enhance the image of Illawarra Christian Education.
- 5.17. Disclosure of personal information on social networking internet sites (e.g. Facebook) should be undertaken with a professional attitude so as to prevent embarrassment to the Gospel of Christ, the school or school community.
- 5.18. Engage in other employment only after consultation with the Principal. Any other employment will meet the following conditions:
 - i. It will not create a conflict of interest
 - ii. It will not damage the reputation of Illawarra Christian Education or be in competition with the Christian outlook of the school
 - iii. No Illawarra Christian Education time, staff, students, intellectual property, facilities or equipment will be used in connection with other employment
 - iv. It will not interfere with the effective performance of responsibilities at Illawarra Christian Education
- 5.19. Only use stationery, letterhead and school logos for school related activities.
- 5.20. Only use software licence agreements at home for school purposes.

6. Comply with all reasonable directions of those in authority

Including such things as:

- 6.1. Trust and obey those in authority, just as one would trust and obey Christ.
- 6.2. Operate within our areas of delegated authority.
- 6.3. Appeal decisions promptly, respectfully and with a spirit of conciliation.

7. Respect the normal rights and obligations of each other under common and statute law

Including such matters as:

- 7.1. Not accept bribes. Report any attempt of bribery to the Principal.
- 7.2. Not be involved with child pornography in any way.
- 7.3. Report serious crimes to the Principal who will take further action if required.
- 7.4. Report to the Principal any corrupt conduct, substantial waste or maladministration.

8. Accept any disciplinary action issuing from a serious breach of this code or which is unworthy of our calling as followers of Jesus or brings harm to others or the school (even in a private capacity)

Including such matters as:

- 8.1. Acknowledge that there is nothing for which Christ has not paid the penalty and that His death is the deepest comfort in every pain.
- 8.2. Accept personal accountability for one's own actions.
- 8.3. Seek to resolve any serious breaches with a spirit of humility, peacemaking and hope.

- 8.4. Not disclose information about any breach with anyone within the school community other than Executive members of staff or those people negotiated with the Executive.
- 8.5. Where a resolution is not possible, realise that the termination of one's employment may ensue.

Further detail may be found by consulting the following School documents:

- Staff Policy
- Child Protection Policy
- Discipline Policy
- Pastoral Care Policy
- Privacy Policy
- Resolution of Issues Policy
- Staff Dress Code

Policy History

Version	Revised By	Approved	Description	Next Review
1.0		June 2005	Initially accepted	
2.0	Charlie Muscat	March 2009	HOC to Principal Communication with students 3.9 Public Comment 5.14. Use of social networking internet sites 5.17	
2.1	Exec Assistant to Exec Principal	Pre-approved October 2016	Change of operational name to ICE, Campus to School and reformatting	2017