



ACC Employment Documentation

DOCUMENTATION INCLUDED

Document A - Statement Of Christian Beliefs

Document B - Staff Code of Conduct

Document A

STATEMENT OF CHRISTIAN BELIEFS

1. The books of the Old and New Testaments constitute the Holy Scriptures, They are the inspired and infallibly written Word of God containing all truth necessary for salvation. Being God's means of revealing Himself to mankind, it is the completed supreme authority in all matters of faith and conduct, and provides the framework for our understanding of God's creation and His purposes within it. There is no authority that can either add to, or retract from the Holy Scripture – it is the sole authority and final revelation to mankind.
2. Holy Scripture is intelligible in itself, but our understanding of its truth is brought about only as the Holy Spirit reveals it to us. It still remains essential that God's people draw to one another's attention the plain meaning of Scripture and its implications for life, and witness to its truthfulness in experience.
3. There is one true God, Creator of all, who, in the unity of His Godhead, exists in three persons: Father, Son and Holy Spirit.
4. God has sovereign authority in His creation and He exercises that authority in infinite wisdom and goodness.
5. Humankind has chosen to rebel against the sovereign God. This fact has cosmic significance: it has affected the environment in which we live; it has marred our nature including our mind and will and distorted our perception of our place in the world and broken our relationship with God. By ourselves we do not have the power to act in a way that is pleasing to God. From birth, we are self-centred, thereby rendering ourselves deserving of God's anger and condemnation.
6. God the Son became Man and lived in His world. He is known as the Man Jesus Christ Who is both truly God and truly Man. He was conceived by the Holy Spirit and born of the Virgin Mary.
7. Jesus, the sinless Redeemer, died to reconcile God and humankind. His death is the once for all, perfect, propitiatory, substitutionary and satisfactory sacrifice, not only for original guilt, but also for all actual sins of humankind. Through the death of Jesus, God Himself has removed the barrier that prevented His full relationship with humankind.
8. Because of His obedience in life and unto death, Jesus was crucified, bodily raised from death on the third day to the Most Holy Place and given all authority. This authority is not recognised by rebellious humankind, but will be clear to all when Jesus returns in person to judge the world. Heaven with its eternal glory and the blessedness of Christ's presence is the final abode of those who accept the salvation which God provides through Jesus Christ, but hell with its everlasting conscious misery and separation from God is the final abode of those who reject this great salvation.
9. As by the grace of God persons turn from their sins, repent toward God, and place their faith in the Lord Jesus Christ, they are regenerated by the Holy Spirit. Such persons are declared wholly righteous by God,

with their transgressions no longer being held for account against them. The conscious commitment of one's life to Jesus is made possible only by the work of the Holy Spirit within the individual. As a result, mankind is justified alone by faith in Christ, and not through our efforts, so that none can boast. The Holy Spirit permanently indwells believers and makes it possible for them to live in obedience to God's will.

10. Salvation of an individual is not related to which church denomination a believer attends, nor is it dependent upon worship methodology or practices. No denomination or doctrine of the body of Christ has claim to exclusiveness in the Kingdom of God.
11. God expects His people to assemble together regularly in the name of Christ for worship, Bible teaching, thanksgiving and prayer to God. Spiritual gifts are given to believers for the assistance and edification of the Church, not to be exercised selfishly or egotistically.
12. Christian parents have the responsibility of disciplining and instructing their children in the Lord. Parental responsibility includes the welfare of their children: spiritual, mental, physical and cultural.
13. The education of children of Christian parents should be God-honouring, centred upon Christ and integrated with the Bible.

Document B

STAFF CODE OF CONDUCT

The **Staff Code of Conduct** guides all staff members on ethical issues and expected standards of behaviour at Annandale Christian College.

It provides examples of appropriate behaviour and allows staff members to test whether a course of action is consistent with the Code. It is underpinned by the College's value of Godly character, teamwork, honesty and performance.

Each staff member is responsible for their own behaviour and, as such, each person must acknowledge ownership of the behaviour choices they make and responsibility for the impact those choices have on colleagues, students and families.

This Code is designed to help all staff members make informed choices about their own behaviour and to communicate the College's standards of behaviour.

As individuals and as a staff within the community of Annandale Christian College, we should **'walk worthy of the calling with which (we) are called'** (Ephesians 4: 1 – 3) in order that Christ be glorified and the staff be living examples of Christ to the students and parents of the College and to the local community.

GUIDING PRINCIPLES

Philippians 2: 1 – 15

*'If you have any encouragement from being united with Christ, if any comfort from His love, if any fellowship with the Spirit, if any tenderness and compassion, then **make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit but, in humility, consider others better than yourselves.** Each of you should look not only to your own interest, but also to the interest of others.*

Your attitude should be the same as that of Christ who, being the very nature of God, did not consider equality with God something to be grasped, but made Himself nothing, taking the very nature of a servant, being made in human likeness. And, being found in appearance as a man, He humbled Himself and became obedient to death – even death on a cross. Therefore, God exalted Him to the highest place and gave Him a name that is above every name, that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, and every tongue confess that Jesus Christ is Lord, to the glory of God the Father.

*Therefore, my dear friends, as you have always obeyed **continue to work out your salvation in fear and trembling** for it is God who works in you to will and to act according to His purposes. **Do everything without complaining or arguing** so that you will be blameless and pure, children of God without fault ...'*

Believing these words are from God, we act accordingly:

With Honesty and Integrity

The reputation of Annandale Christian College is dependent upon each staff member acting with honesty and integrity. Every stakeholder, whether a student or member of the school family or wider community, has the right to be confident that staff members are totally honest and that their dealings are beyond reproach.

Staff must accurately represent information to students and families, and accurately represent students and their families within the school. Information is not presented in a more favourable light than is warranted, and relevant but less favourable information is not omitted.

Abiding by Laws and Regulations

The laws and regulations governing Annandale Christian College's activities are designed to ensure high ethical standards. It is essential that staff members abide by, and apply, those laws and regulations.

The internal standards, which the school has adopted in order to comply with all laws and regulations, are just as important as the laws and regulations themselves.

As a place of education, Annandale Christian College accepts a high level of duty of care for the children under the school's authority. As a result, compliance with the spirit and letter of all bullying, child protection, discrimination (including but not limited to on grounds of race, gender, religion, and disability), sexual harassment and workplace health and safety laws and regulations is accepted as especially important.

Respecting Confidentiality and the Proper Handling of Information

Within the school environment, personal information regarding students and their families is an important asset. Staff members of Annandale Christian College abide by the school's Privacy Policy, treating the school's business and that of the students and their families with absolute confidentiality.

Staff must not use information regarding the business of Annandale Christian College for personal gain, or for the benefit of others such as family, friends or associates. The undertaking of confidentiality accepted in the letter of appointment prior to commencement of employment remains a commitment, including after staff leave the school's employment.

Those in authority and having responsibility for signing on behalf of Annandale Christian College take this responsibility seriously and do so only after receiving, understanding and supporting necessary documentation.

Maintaining the Highest Standards of Professional Behaviour

Annandale Christian College values a positive working environment that encourages open, effective communication amongst Board, staff, students and their families. At all times, staff members must conduct themselves in a professional and ethical manner. The school is building a culture which respects diversity and provides equal employment opportunities for employees. All staff must work together as a team to ensure a safe and harmonious workplace, free from harassment and discrimination. Harassment in any form, including the use of offensive language or behaviour, is not acceptable.

As an integral part of the school community, all staff must seek to:

1. understand the scope, standards, accountability authority, priorities and goals of their position;
2. review their performance in achieving specific objectives and competency development as required by the Principal in accordance with the Staff Appraisal Policy;
3. undertake appropriate performance counselling / professional development to continuously improve performance in general and to remediate performance areas which may be unsatisfactory.

Appropriate dress standard and conduct of staff members is integral to the public and student perception of the school. All staff members must present a professional dress standard at all times. In particular, denim items of clothing, T-shirts, blouses that do not cover the shoulders, and loose-fitting footwear (e.g. thongs and other slip on casual shoes) are not appropriate at school or during formal school functions.

Annandale Christian College is a smoke-free environment and staff must not carry out duties for, or represent, Annandale Christian College whilst under the influence of alcohol, drugs or other medications which impair judgment.

Staff members of Annandale Christian College must comply with the ethical standards and conventions adopted throughout the education industry.

All staff members must be alert for unusual activities which may suggest inappropriate behaviour, and take action by reporting that behaviour to senior staff or Principal.

Staff members must not operate outside their delegated authority levels, only entering into matters within their authority levels or where authorised to do so by the Principal or Chairman of the Board. The Principal is the only person authorised by the Board of Directors to communicate with members of the media.

Avoiding Conflict of Interest

Under Christ, all staff member's first business loyalty is to Annandale Christian College and the Townsville Christian Education Association as their employer. Whilst staff members are encouraged to be involved in the community, they must not participate in activities or decisions which conflict, or appear to conflict, with the Biblical ethos of, or their duties and responsibilities at, Annandale Christian College.

Striving to be Good Citizens and Achieve Community Respect

All staff members of Annandale Christian College must commit to being good citizens in pursuing the business objectives of the College. In their professional conduct, staff must always consider the impact of their behaviour on students, fellow workers and the organisation's reputation. Staff must consider the social implications, not just the educational implications, of their decisions.

CONSEQUENCES OF BREACHING THE CODE OF CONDUCT

Staff members of Annandale Christian College striving to live in accordance with these guiding principles may have confidence in knowing they can seek advice from senior staff, Principal and/or members of the Board of Directors who will serve them and strive to uphold them in times of stress or difficulty.

All actions, however, must be in light of the best interests of the mission of the College and, to this end, all staff and members of the Board of Directors must be accountable and responsible for their own actions.

Breaches of this Code of Conduct will result in disciplinary action and, potentially, if, after reasonable attempts by the Board of Directors at reconciliation and mediation, there is no resolution in the situation, the staff member(s) involved accept termination of their position and, in some instances, that legal action may be taken against them.

APPENDIX A

STAFF CODE OF CONDUCT – CARE AND PROTECTION OF STUDENTS

AIM

The aim of this ***Appendix to the Staff Code of Conduct*** is to guide staff members as to the limits of their relationships with students. It is designed to:

- **ensure** staff act in accordance with the ***Staff Code of Conduct*** and related College policies (i.e. Child Protection, Sexual Harassment, Bullying, Anti-Discrimination)
- **protect** staff from situations which may raise suspicions regarding inappropriate behaviour.

Necessarily, this will place requirements on staff when not in the school environment since a teacher's conduct outside the College in a non-professional setting will affect their professional standing in the community.

BIBLICAL RATIONALE

The Bible emphasises the importance of teachers and others in positions of authority being above reproach in word and deed, particularly when working with children. Likewise, working in partnership with parents, the conduct and action of the teacher must be no less than that of a reasonably prudent, Christian parent.

The College is committed to achieve the highest standards of education in which the security and protection of students is a high priority. They are to be beyond reproach in matters of trust, confidentiality and honesty. At no time are staff members to misuse privilege, authority or status. All actions of staff towards students must always be motivated by a desire for the welfare of the child. **Love always protects.** (1 Corinthians 13:7). Duty of care applies while students are under the care of College whether at school-based activities or at off-site activities. Employees of Annandale Christian College are required to follow good standards and approved practice.

The following guidelines are to be adopted for the care and protection of students and staff.

1. SUPERVISION OF STUDENTS

- 1.1 Staff must take all reasonable care to ensure that no student is exposed to any unnecessary risk of injury. Staff are to remember that they are in *loco parentis* and the standard of care required is that of a skilled professional.

- 1.2 Staff must be familiar with, and adhere strictly to, the College's evacuation and lockdown procedures.
- 1.3 Ill or injured students should be attended to, in the first instance, by the supervisory teacher with assistance from a suitably-qualified First Aid Officer as soon as possible.
- 1.4 Students should not be left unsupervised either within or outside the classroom. Staff are reminded of their duty of care obligations in this regard. Staff must be punctual to class and allocated supervision.
- 1.5 Staff, as a general rule, should remain an appropriate physical distance between themselves and the students under their care and supervision. When giving one-to-one instruction, for example, never stand behind and lean over the top of a student (particularly one of the opposite gender) but, instead, position yourself beside the student, preferably at the same height.
- 1.6 Staff should avoid situations where they are alone in an enclosed space with a student. Where staff are left with the responsibility of a single student, they must ensure this is in an open space in view of others. Where this is not possible it should be discussed with a member of the Executive.
- 1.7 It is recognised that, at times, staff or individual tutors (music, academic) may need to work with students alone in enclosed rooms or studios. External monitoring should always be possible through a window or door.
- 1.8 Staff must remain with students at or after College activities until all students have been collected by parents/caregivers. In the event that a student is not collected, staff must remain until the parent(s) have been contacted, or seek advice from a member of the Executive.
- 1.9 Staff must never drive a student in their care unless they have the specific permission (preferably written) from the student's parent. In the event of an emergency, staff should exercise discretion and then report the matter immediately to the appropriate member of the Executive.
- 1.10 Playground duty is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. Staff must actively supervise their designated area, moving around all parts of the designated area to vigilantly monitor student behaviour.
- 1.11 Staff must be alert to bullying or any other form of discriminatory behaviour (including but not limited to on grounds of race, gender, religion, and disability) in order to deal with them immediately and then report the incident to the appropriate member of the Executive.

2. RELATIONSHIPS WITH STUDENTS

- 2.1 Staff may, as part of their pastoral care role, engage in lengthy discussion with students. This is entirely appropriate. However, staff must never be alone with a student for extended periods in circumstances where they are not visible to other adults or in a situation where they are unlikely to be interrupted.
- 2.2 If a staff member needs to have a private conversation with a student, they must consider the time and venue carefully to avoid placing themselves in a vulnerable position. It is preferable to conduct the conversation outdoors in plain view of others but, if an indoor venue is required, the door should be left ajar. The staff member should not locate themselves between the student and the door.
- 2.3 As a general rule, physical contact between staff and students must be kept to a minimum.
 - 2.3.1 When congratulating a student, a handshake, pat on the shoulder or brief hug are acceptable as long as the student is comfortable with this action. Kissing a student is not acceptable.
 - 2.3.2 Staff must never poke at, or gesture aggressively towards, a student using a finger, hand or foot.
 - 2.3.3 There are times when a student is upset and a staff member believes the student would be comforted by a hug. This action is sanctioned only in public view, and the staff member must always ask in such a way that does not risk imposing the staff member's will on the student. The hug should not be prolonged or frequently repeated. The following questions are recommended: 'Would a hug help?' 'Should I get someone to give you a hug, or would you like a hug from me?'
 - 2.3.4 Hugs that are initiated by students are acceptable provided other conditions of this policy are met. This is especially true for Pre-Prep (Kindy), Prep and lower Primary students.
 - 2.3.5 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. Staff should seek permission from the student or ask for volunteers before demonstrating any activity that requires physical contact.
 - 2.3.6 Assessing a student who is injured or ill may necessitate touching. Whenever possible, always advise the student of what you intend doing and seek their consent.
 - 2.3.7 Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. In respect to students with a disability, the management of toileting needs should be included in the student's Education Adjustment Plan.

2.3.8 Sometimes, in ensuring duty of care, staff may be required to restrain a student from harming him/herself or others by using reasonable force. Any such strategy must be in keeping with the College's behaviour management protocol.

- 2.4 Staff must treat all students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments (such as sexually suggestive language or comments about race, gender, disability or physique).
- 2.5 Staff must never supply or condone the use of alcohol, tobacco or other drugs for themselves or any student in their care.
- 2.6 Staff must never access or facilitate access to lewd or sexually suggestive materials (printed matter, websites, song lyrics). Where there is reasonable suspicion of a situation involving a staff member in any form of reportable conduct, the Principal must be immediately notified.
- 2.7 Staff members must inform the Principal immediately of any accusations of child abuse or sexual abuse against them or any other staff member.
- 2.8 Staff must report to the Principal any suspected cases of abuse towards students (physical, including sexual abuse and neglect, and emotional abuse).
- 2.9 Staff must be alert to the risk involved in outside social relations with students where the College is the primary context for the relationship. Staff must refrain from visiting students at their home unless they have the express permission of the student's parent or the Principal.
- 2.10 In the event a student makes an advance towards a staff member, or should a staff member suspect that a student may have, or be developing, a romantic infatuation with them, they must report their suspicions to the Principal. Other colleagues have a responsibility to inform a staff member if the former believe a student is infatuated with the latter.
- 2.11 Sometimes, during the course of their work, staff may receive a gift from a student. In any circumstance where the receipt of a gift could be considered outside of usual custom, staff are to inform the relevant member of the Executive.
- 2.12 Staff must not engage in tutoring or coaching students from the College for monetary return except where this tutoring arrangement has been instigated by the parent with the full knowledge of the Head of Primary / Secondary and the Principal.
- 2.13 Electronic communication between staff and students must be for teaching/learning related purposes only. Staff should wisely utilise developing ICTs and **not** communicate on a private level with students of the College using mobile phones, Facebook or similar technologies.
- 2.14 Staff must ensure they are familiar with, and adhere to, the College's policy in regard to the storage and administration of medical products to students.

3. DISCIPLINE OF STUDENTS

- 3.1 All staff must be familiar with, and adhere to, the College's Care and Conduct (Discipline) Policy.
- 3.2 Smoking is not permitted on the College premises. Furthermore, smoking is not permitted at any College function or activity whether these functions/activities are on the College premises or off-site.
- 3.3 Alcohol is not to be consumed on the College premises or on school camps or excursions. Some occasions (e.g. Year 12 Formal where parents are also in attendance, Past-student Reunions) deemed appropriate by the Principal and conducted under the College banner at other venues may be exceptions to this rule.
- 3.4 No student should be allowed to leave, or sent from, class unaccompanied other than for personal hygiene reasons. In extreme cases, students can be sent to the Head of Primary / Secondary's office with a note of explanation.

4. COMMUNICATION ISSUES

- 4.1 Staff are required to respect and adhere to the established lines of communication in the College.
- 4.2 Staff must respect confidentiality when in discussion with parents or in a room when parents are present. Staff can never guarantee confidentiality if the matter under discussion requires mandatory reporting.
- 4.3 Staff must not engage in negative talk about another staff member, school matters or leadership structures to students or parents.

- 4.4 Staff must present a courteous, professional manner to students, parents, visitors and other staff members. Confrontation and criticism when necessary should occur as outlined in the College Grievance Policy.
- 4.5 All matters discussed at staff meetings and in staff memos must be treated confidentially and not discussed with students or parents.
- 4.6 The media must not be given access to students or allowed entry to the College without the express permission of the Principal.

5. CAMPS AND EXCURSIONS

- 5.1 In the case of activities involving overnight accommodation of boys and girls, both genders must be represented in the groups of supervisors. All adults acting in a supervisory role must meet the legislated suitability requirements for child-related activities as outlined by the Commission for Children and Young People and Child Guardian.
- 5.2 Camp and Excursion information must be communicated to parents using the College's standard proforma.
- 5.3 A College or staff mobile phone must be taken on all camps and excursions. The teacher in charge must always have a complete list of student details, including emergency contact numbers, with them on camps and excursion.

6. DUTY TO DISCLOSE

- 6.1 Staff must report to the Principal any allegation of reportable conduct.
- 6.2 Staff who are the subject of an Apprehended Violence Order or a Reportable Conviction must inform the Principal immediately they are in receipt of such an Order or Conviction.
- 6.3 Staff must report to the Principal or nominee any concerns relating to the safety, welfare or well-being of a student.

Office Use

History: Documents combined for new employment process 2016, reviewed 2020
Related Policy: Statement of Beliefs Staff Code of Conduct
Copies: V:All Staff/ Employment Documents
Referred to in the following publications: Employee Application Form - Non-Teaching Employee Application Form – Teaching Application Student on Prac (& Package)