



Staff Code of Conduct Policy

Introduction

This code of conduct has its foundations based on God's Word. God's Word gives Christians clear instructions and specific commands concerning how to conduct ourselves around children (Matthew 18:1-6), the command to respect, love and honour one another (John 15:12) and to obey those in authority over us (1 Peter 2:13-15).

Therefore, this code of conduct is developed to assist all staff to understand their rights, responsibilities and obligations before God and the governing authorities of the school, and to provide guidance if they are faced with an ethical dilemma at school.

It applies to all employees of the school including:

- The principal
- Head teachers
- Teaching staff
- Non-teaching staff including administration staff
- Cleaning, grounds and maintenance staff

The code of conduct consists of the following component areas:

- Christian Lifestyle
- Dress Standards
- Work Health and Safety
- Privacy Matters
- Dispute Resolution

All school staff are directed to make sure they are familiar with these as explained below.

Expectations of Behaviour and Practice

The following outlines the manner in which employees of the school will conduct themselves. It outlines the fundamental expectations of behaviour and practice to be observed by all staff.

All school staff must:

1. Display an exemplary Christian lifestyle

- Adhere to the church's constitution
- Be a member and regular attendee of the church

2. Present a professional appearance at all times

Staff are to present themselves in a manner that is becoming of a mature Christian, setting

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the example to our students. Teachers and other staff members should project a professional image to the community and to students. In fact, our speech, conduct and attitude as well as how we present ourselves should be moulded by the Word of God and as such be worthy of our calling. All staff should have the desire to honour the Lord by presenting their *'bodies as a living sacrifice holy acceptable unto God which is our reasonable service'* (Romans 12:1).

During the workday at all school related activities including attending external professional development days, the standard of dress attained by staff should be high in terms of cleanliness, neatness, taste, style and modesty.

The standard of dress needs to be consistent with the professional position held, but also needs to take into account special issues arising from Work, Health and Safety regulations, in particular as applied to science, technology, food technology, art, PE and sport. This also means that teachers should wear hats during playground duties and any sporting activities outdoors.

Please adhere to the dress code as we firstly want to encourage our students to emulate their teachers and secondly that we not be a stumbling stone to the students in any way. We require that all teachers and staff wear modest apparel at all times. This also includes any days whether paid or volunteer or on Professional Development (PD) days.

Male Staff

The dress code for male staff:

- Collared dress/business shirt; must be tucked in. It is encouraged that men have shirts embroidered with the CHBCS logo.
- Dress trousers with belt (no jeans or similar style trousers).
- School sports uniform may be worn on sports days and carnivals (minimum short length must be to the knee when standing).
- All beards and moustaches must be neat and tidy.
- Dress shoes/smart casual shoes only. Runners to be worn only for sports, camps or carnival days. All shoes to be closed-in for safety reasons.
- Hair to be neat and clean with length no longer than the shirt collar.
- Overall appearance must be kept neat and tidy as a testimony to the Lord.

Female Staff

The dress code for female staff:

- Tops to be modest without being tight or having plunging necklines (please make sure buttons do not gape). All tops must have sleeves. It is encouraged that women purchase blouses or shirts through the school and have the CHBCS logo embroidered on it.
- Skirts to be at or below the knee when sitting without being tight. They must not have side splits that come above the knee when sitting down.
- Dresses should incorporate the same requirements as for tops and skirts.
- Smart casual or dress shoes that are closed-in for safety reasons; no thongs or sandals to be worn.
- Hair to be presentable and long hair to be tied back from the face.
- Please refrain from excessive makeup, painted nails or jewellery.

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PDHPE & Sport Staff

The staff dress code for sport:

- Staff polo shirt (or other polo shirt with collar)
- Sport shorts (knee length)
- Joggers and sport socks; thongs may only be worn if the school is attending swimming lessons or going to the beach
- Track suit (not fleecy style)
- Cap or wide brimmed hat
- Women are permitted to change into sports uniform/attire prior to sports, complying with the points mentioned above in 'a' and 'b'; this is the only time shorts may be worn (shorts must be to the knee in length when standing)

Swimming Requirements

- All staff, male and female are to wear board shorts and rash vests when engaging in swimming activities. Thongs are permitted only on these occasions.

3. Perform to the best of their abilities their roles and responsibilities within the framework of law and through observance of lawful work instructions, within the limits of their authority and available resources

- Follow the policies and procedures of the school
- Seek assistance and if necessary training or professional development in areas which are related with the conduct of duties
- Operate within job descriptions where they exist and seek clarification where they do not
- Report incidents of fraud, corruption or maladministration should they occur

4. Respect the dignity of individuals and act in a fair, courteous and sensitive manner

- Staff to establish and cooperate to maintain a workplace that is free from discrimination, harassment or abuse of any kind
- Staff attempt to resolve conflicts or differences through appropriate resolution procedures (see Conflict Resolution Procedures later in this document)

5. Accept the responsibilities arising from the trust placed in them by students, the community and work colleagues

- Staff will often be in a position where students reveal information to them. Should the information contain indications of illegal activity such as child abuse or sexual abuse, then this information must be passed on to the principal. Likewise, pastoral concerns may need to be passed on to people with greater experience (see Child Protection Policy for extra clarification concerning mandatory reporting).
- Staff are to recognise and accept the appropriate duty of care to protect their own health, safety and welfare, and also the health, safety and welfare of others.

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6. Perform their duties with integrity, honesty and impartiality

- Staff are to treat each person with fairness and ensure that fair decisions are made. Staff will follow correct procedures to resolve problems.
- As members of the community, staff have the right to make public comment, but in doing so, should not imply that their own private views represent the official view of the school
- Where critical issues are at stake, refer questions to the appropriate spokesperson
- Only the principal of the school may communicate with the media regarding incidents at the school.

7. Declare conflicts of interest which may result in personal or financial benefit

- Where additional employment is undertaken, employees seek the approval of the principal of the school and make a commitment to ensure that the effective discharge of their duties is not affected
- Staff may not use school facilities and/or equipment for their personal financial benefit

8. Maintain appropriate confidentiality of school information and matters

- Where staff have access to the personal information of fellow staff members, students and their families, they respect at all times the individual's right to privacy and behave responsibly in maintaining the security of this information
- Staff may only disclose the contents of any official papers or documents that have been supplied to or seen by them when this is required in the course of their official duties as an employee
- Staff must not disclose to other parents or members of the community the happenings of school life from day to day either positive or negative, as this is a privacy matter. This includes putting posts on social media that give information about your day or any incidents with students that might have occurred during the course of the school day. It is the role of the principal or head teacher to communicate school matters to parents.

9. Be accountable for the efficient and effective use of resources with which they are provided

- Staff are accountable for the efficient and effective use of all physical, technical, financial and human resources
- As custodians of these resources on behalf of the school community, staff members have an obligation to use them prudently. As such, they allocate, manage and monitor these resources according to proper decision-making processes and in compliance with relevant policies and procedures.

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Use digital resources and the school's internet access appropriately

- Staff must not use the school internet connection to access inappropriate or illegal content in any format including, but not limited to, image, video or print format
- All software on school computers must be licensed to the school
- Copyright materials such as music or graphics are not to be stored on school computers unless appropriate licensing arrangements exist
- School email addresses are used for school business only. 'Hotmail' or other free email services not to be used
- Settings on computers should not be changed without reference to the IT administrator
- Avoid excessive downloads unless associated with teaching and learning
- The use of social networking sites such as Facebook are not to be used unless permission is granted from the principal and is used for the purposes of education
- Computer passwords are not to be revealed to other staff unless you are the IT administrator or principal
- Be committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people – all staff and volunteers are to share this commitment

10. Conduct themselves in a wise manner to their own children and relatives in the school

As our school employs many parents as staff, staff need to make sure they conduct themselves towards their own children or relatives in a manner consistent with how they would treat other children. Staff are not to show favouritism of any kind toward their children or relatives in the course of their duties. They are to remain impartial and objective when dealing with their child or relative. If it is a matter of behaviour, and would cause it to be a conflict of interest, staff are to refer the matter to another staff member or the principal. Areas where favouritism can easily occur are outlined below. Parents/relatives are not to:

- use kitchen facilities for the benefit of their student for lunches or morning tea
- have their student recite memory verses pertaining to Bible Award
- allow students to call them by their personal names i.e. Mummy, sis or Grandma. This is to ensure a level of authority is maintained

11. Respond to violations or breaches of this Code of Conduct in the following manner

Breaches of this code of conduct represent breaches of discipline and can be dealt with according to the procedures outlined in the Staff Handbook. If an employee believes that the code has been breached by a person at work, he/she must refer the matter to the principal. The principal will take disciplinary action against any employee who attempts to intimidate, coerce or take reprisal against an employee who has disclosed unethical or unlawful behaviour.

12. Resolve disputes among staff using the Biblical method

The school seeks to apply a Biblical foundation in this approach to dispute resolution. The principles outlined in Matthew 18:15-17 are relevant as follows:

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- 'Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother.' (Matthew 18:15)
' But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established' (Matthew 18:16)
'And if he shall neglect to hear them, tell it unto the church...' (Matthew 18:17)
If the discussions do not result in a settlement, the question, dispute or difficulty will be referred to the principal or pastors and may be referred to the school board for a decision on the matter.

- End of Code -

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Code of Conduct Review

This code will be reviewed every four years by the school principal in consultation with the school board and staff.

Revision History

Version	Approved By	Amendment
2009	Diaconate, Coffs Harbour Bible Church	Implementation
2014	Diaconate, Coffs Harbour Bible Church	Reprinted No Change
2015	Diaconate, Coffs Harbour Bible Church	Reprinted No Change
2016	Diaconate, Coffs Harbour Bible Church	Reprinted No Change
October, 2018	Principal, Coffs Harbour Bible Church School	New Policy superseding the previous versions
November, 2018	Principal, Coffs Harbour Bible Church School	Update Point 8
January, 2019	Principal, Coffs Harbour Bible Church School	Update Point 2
February, 2019	Principal, Coffs Harbour Bible Church School	Swimming Requirements