STAFF CODE OF CONDUCT

Date Approved:	17 March, 2026
Approved by:	SCC Board

1. INTRODUCTION

1.1 The Shepparton Christian College Staff Code of Conduct guides all staff members in their consideration of ethical issues that may arise from their employment and indicates the school community's expected standards of behaviour. It provides a Biblical basis for appropriate behaviour and allows each staff member to test whether a course of action is consistent with school expectations.

1.2 Each member of staff has a God-given responsibility for his or her own behaviour and is accountable for individual behaviour decisions. Many such decisions have an impact on other staff members, on students and on families associated with the school. This code will help each staff member to make wise decisions about individual behaviour.

1.3 Paul encouraged the Colossian Christians, saying “lead lives worthy of the Lord, fully pleasing to him, as you bear fruit in every good work and as you grow in the knowledge of God” (Colossians 1:10 NRSV). Accordingly, we should live to glorify and honour Christ, using our gifts and abilities to serve others, growing in our relationship with the living Lord.

1.4 Staff members of Shepparton Christian College help children to learn God’s truth by using their gifts and displaying the fruit of the Spirit. Our relationships are typified by love and grace toward the other person. We demonstrate a daily witness of life and words before the children in our care, as well as the wider community.

2. BIBLICAL FOUNDATIONS

"In the beginning God created the heavens and the earth" (Genesis 1:1).

God's act of creation demonstrates His love, sovereignty and our true place in creation. We must be aware of our submission to and relationship with God in all things.

God created people in His own image as the pinnacle of creation (refer Genesis 1:28).

We have some of God's attributes - the ability to relate and communicate, the ability to create, the ability to reflect and analyse, the ability to rule over other parts of creation, and the ability to submit to God. Our respect and responsibility for self, others and God's creation is based on being "in His own image".

"Sin entered the world through one man [Adam] and death through sin, and in this way death came to all men, because all sinned" (Romans 5:12).

We recognise that sin has affected all of us to some extent. This has damaged relationships with God and with each other. Even societal structures are tainted by the effects of sin. We also recognise that we naturally tend towards sinful actions.

"For Christ died for sins once for all, the righteous for the unrighteous, to bring you to God" (1 Peter 3:18).

Through His death on the cross, Jesus has dealt with the penalty and power of sin, so that God's people are reconciled with Him as His children. We recognise that we are saved from sin by God's grace alone. Out of gratitude to and love for the Lord we are motivated to obey and to serve Him. We have God's Spirit who renews our minds, so that we are able to make godly, wise decisions for good purposes.

"His intent was that now, through the church, the manifold wisdom of God should be made known to the rulers and authorities in the heavenly realms" (Ephesians 3:10).

We have an important role of making known God's wisdom. We have a partnership with parents to assist them as they raise their children "in the nurture and admonition of the Lord" (Ephesians 6:4b). We are gifted by the Holy Spirit to assist parents in this task. We live in community, each performing our functions as part of a body. We serve the Lord and each other in an attitude of "other people centeredness". We particularly seek to protect the vulnerable and support the less fortunate.

"In keeping with His promise we are looking forward to a new heaven and a new earth, the home of righteousness...since you are looking forward to this, make every effort to be found spotless, blameless and at peace with Him." (2 Peter 3:13 -14).

The completion of God's work is yet to occur. Even though we are still in a broken, sinful world, we strive to live Godly lives in the anticipation of the fulfilment of God's plan and purposes.

In the light of God's creative and redemptive work in the world made complete in the gospel of Jesus Christ, we are compelled to honour and glorify God in our lives and our relationships.

3. STAFF CODE OF CONDUCT

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

3.1 <u>We honour God in our personal life</u>

(a) We accept, support and protect the school's Statement of Faith.

(b) We belong to a Bible-based church community and attend it regularly.

(c) We do not carry out duties or act on behalf of the School while under the influence of alcohol, drugs or medication which impair judgement. We abstain from smoking, the use of tobacco in any form, the use of alcohol as a beverage in any form, while undertaking school duties or on school property.

(d) We abstain from the use of illegal drugs and the abuse of substances.

(e) We do not conduct activities involving gambling.

(f) We avoid the use of profanity or obscenities in word or conduct.

(g) We do not initiate rumours and we ensure that rumours are not passed on.

(h) We live according to the Biblical precept in which sexual relations is only permitted within a marriage relationship between husband and wife.

(i) We dress appropriately and modestly to promote a positive, professional learning and working environment which encourages other members of the community to grow in Christlikeness.

3.2 **We honour God as we relate to students**

(a) We respect each student as a unique individual made in God's image. We do not engage in any activities that belittle, embarrass or victimise a student. Bullying, harassment, and discrimination will not be tolerated. It includes but is not limited to harmful actions on the basis of race, identity, culture, religion, gender identity, sexuality, and disability.

(b) We engage in open, effective and respectful communication with students.

(c) We act in a professional and loving manner towards students at all times, with our focus on the students' development, learning and well-being as paramount.

(d) We recognise and accept our duty of care to protect the health, safety and welfare of students of the school and, in particular, will fulfil policy and legislative requirements related to child protection and child safe practices.

(e) We treat each student with fairness, as individuals made in God's image and as children to be nurtured.

(f) We do not punish any student using physical force or strike a student for any reason. Staff members may use reasonable physical force to restrain a child if they reasonably believe that child may cause damage to themselves or another person.

(g) We assess students' work fairly and consistently across the different subjects or courses of study.

(h) We maintain appropriate confidentiality and respect at all times, the right to privacy of students. We behave responsibly in maintaining the security of any personal information.

(i) We attempt to resolve conflicts or differences with students through appropriate resolution guidelines within the framework of our Behaviour Management Policy.

(j) We only touch students on the shoulders or head. We will not touch students on the thighs, buttocks, genitalia or breasts except in extreme cases where not doing so would threaten the immediate safety of the student.

(k) We will not be alone with a child in circumstances where we are unobservable by others, nor be isolated with a student for an extended period of time.

(l) We will not kiss students, nor be physically intimate with students.

(m) We will not court, date or develop a relationship with students enrolled at the school other than the appropriate professional relationship between teacher and student.

(n) We do not have conversations of a lewd or sexually suggestive nature with students, nor make comments of this nature to any student, nor facilitate access to lewd or sexually suggestive material.

(o) We will inform the Principal of any accusations or allegations of child abuse or sexual abuse against us as soon as practicable.

(p) Any prior criminal convictions will be disclosed at the time of application for a position at the school.

(q) We will inform the Principal immediately when we have reasonable grounds to suspect that a child is at risk of harm.

3.3 **We honour God as we relate to parents**

(a) We engage in open, effective and respectful communication with parents and carers.

(b) We treat each parent and carer with fairness, as an individual made in God's image and as fellow members of the community.

(c) We do not harass, or unfairly or illegally discriminate against parents.

(d) We maintain appropriate confidentiality and respect at all times, the right to privacy of parents and families. We behave responsibly in maintaining the security of any personal information.

(e) We report to parents the progress of their child through conferences, over the phone or in written reports, as appropriate. We notify parents of a matter which gives cause for our concern regarding their child, using the appropriate methods.

(f) We attempt to resolve conflicts or differences with parents through referral to Shepparton Christian College's Grievance Policy appropriate resolution procedures.

3.4 **We honour God as we relate to our colleagues**

(a) We co-operate with each other, bearing one another's burdens and sharing resources as members of the staff team.

(b) We treat each staff member with fairness, as individuals made in God's image and as fellow workers in community.

(c) We engage in open, effective and respectful communication with our colleagues.

(d) We act and speak in a manner that encourages our colleagues in godliness and in their personal and professional growth. We avoid harsh criticism, hurtful and derogatory personal comments and gossip.

(e) We adhere to and support the lines of authority, responsibility and communications established in the school, and we conduct our work within this established framework.

(f) We relate with colleagues in a manner free of harassment or unfair discrimination.

(g) We maintain appropriate confidentiality and respect at all times, the right to privacy of our colleagues. We behave responsibly in maintaining the security of any personal information.

(h) We attempt to resolve conflicts or differences with colleagues through referral to Shepparton Christian College's Grievance Policy appropriate resolution procedures.

3.5 **We honour God as we relate to the wider community**

(a) We express publicly a loyalty to the school and avoid making comments that may damage the school's reputation or good standing in the wider community.

(b) As members of the community, individual staff members 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.

(c) Only the official spokesperson of the school may communicate with members of the media regarding incidents at the school

3.6 **We honour God by maintaining professional standards**

(a) We accept responsibility to complete any tasks associated with our position as assigned to us.

(b) We perform the duties associated with our position diligently, impartially and conscientiously, to the best of our ability. We respect the value of deadlines and make a commitment to punctuality and reliability.

(c) We seek professional development and training in areas which are related to our duties within the School and strive to keep up to date with advances and changes in the body of knowledge, professional and ethical standards and competencies relevant to our area of activity.

(d) We will comply with internal policy or legislative requirements with respect to documentation of our actions or recordkeeping.

(e) We report incidents of, or our suspicions of, fraud, corruption or maladministration, should they occur.

(f) Where additional employment is undertaken, we will seek the approval of the Principal of the school and make a commitment to ensure that the effective discharge of our duty to the school is not affected.

(g) We disclose the contents of any school documents or corporate information that has been supplied to, or seen by us to another party only if this is required in the course of our official duties as an employee.

3.7 **We honour God by using resources wisely**

(a) We declare to the Principal conflicts of interest or potential conflicts of interest which we may have with any other stakeholders that may result in personal or financial benefit or may impede our proper judgement and decision making within our role.

(b) We use computer resources appropriately.

(c) We do not use either the facilities or any equipment of the School for our personal financial benefit.

(d) We accept responsibility for our efficient and effective use of all physical, technical financial and human resources that God has provided to the school community. We will use these resources wisely, observing principles of Godly stewardship, faithful service to God and the community, safety for ourselves and others and environmental responsibility.

3.8 **We honour God by obeying policies, laws, and regulations**

(a) We support and contribute to the school's compliance with applicable legislative and regulatory requirements through adherence to the policies and procedures of the school, and through awareness of and commitment to our personal responsibilities in these areas.

3.9 **We honour God by accepting consequences for our actions**

(a) As we strive to adhere to this code, we realise that at times we may stumble.

If we feel that we are stumbling, we know that we may seek in-confidence advice from our supervisors, who will serve us and strive to uphold us in our struggle to serve the Lord. However, our supervisors must act in the best interest of the school community and to this end; we must all accept responsibility for our own actions and their consequences.

(b) If we breach this Code of Conduct, we recognise that we may face disciplinary action. If after reasonable attempts by our leaders at reconciliation and remediation we cannot be restored to our position, we accept dismissal from our position and understand that in some instances legal action may be taken against us.

Knowing all this "whatever (we) do, whether in word or deed, (we) do it all in the name of the Lord Jesus, giving thanks to God the Father through him"

(Colossians 3:8)