



Staff Code of Conduct

Title	Carmichael College Staff Code of Conduct
Category	Human Resources
Policy Owner	Executive Committee
Approver	Board of Directors
Related Documents	<ul style="list-style-type: none"> ● Carmichael College Staff Handbook ● Carmichael College Complaints Handling Policy – Staff ● Carmichael College Complaints Handling Policy – Parents & Students ● Carmichael College Whistleblower Policy ● Carmichael College Disability Discrimination Policy ● Carmichael College Privacy Policy ● Carmichael College Child Protection Policy ● Carmichael College Sexual Harassment Policy ● Carmichael College Workplace Harassment Prevention Policy ● Carmichael College Confidentiality Policy ● Carmichael College Social Media Policy - Staff ● Carmichael College IT Policy and Procedures ● Carmichael College Data Breach Policy
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*He has shown you, O mortal, what is good. And what does the Lord require of you?
To act justly and to love mercy and to walk humbly with your God.
Micah 6:8 New International Version (NIV)*

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Revision Record					
Version	Approval Date	Approved By	Effective Date	Review Cycle	Next Review
February 2023	June 2023	Board of Directors	June 2023	Annual	June 2024

1. Purpose

- 1.1 This Code of Conduct has its basis in Scripture and is developed to:
 - 1.1.1 Assist all staff to understand their rights, responsibilities and obligations before God and the governing authorities of Carmichael College.
 - 1.1.2 To provide guidance to Staff if they are faced with an ethical dilemma at work.
- 1.2 The Code has been developed to support the Carmichael College Vision, Mission and Code of Ethics.

2. Vision

- 2.1.1 The vision of Carmichael College is to enrich minds through excellent education, transform hearts for Christ and serve in our community.

3. Mission

- 3.1.1 The Mission of Carmichael College is to prepare our students for life in the world and eternity by applying Biblical principles through excellent education in a distinctly Christian environment by:
 - Expecting students to engage in rigorous educational programs.
 - Encouraging students to know God and to identify and develop their God-given abilities.
 - Engaging students in meaningful teaching and learning relationships.
 - Equipping students to become servant leaders who transform their communities and culture.

4. Ethical Basis

- 4.1 Our core values of **justice, love, mercy, humility** and **obedience** are taken from our College scripture verse. (*Micah 6: 8*). These core values should direct College staff in our teaching and learning, in our relationships, and in our conduct.
- 4.2 All staff must believe in the worth and dignity of each human being. Scripture directs us to act accordingly, shaping our interactions and responses. Our Code of Conduct reminds us of the unique position we hold i.e., one of trust and influence, which we must always remember in our relationships with students, parents & care providers, colleagues and the community.
- 4.3 We do this by:
 - Encouraging one another.
 - Respecting one another.
 - Trusting one another.
 - Working in harmony with each other.
 - Accepting mutual responsibility for each other.
 - Serving one another in love.
 - Submitting to one another, and
 - Praying for one another.

(Hebrews 10:24,25; Romans 15:2-7; Eph. 5:21; Rom. 12; Gal. 5:13, 22)

- 4.4 All relationships should be guided by the principles set forth in 1 Corinthians 12 and 13. When breakdowns do occur, they should be dealt with promptly and honestly. Matthew 18:15-20 outlines how concerns should be handled. Grievances must first be brought to the person involved. If an issue cannot be resolved in this manner, only then should a third party be brought

in, i.e., principal, board, or mutually respected colleague, to resolve the dispute using dispute processes detailed *Carmichael College Complaints Handling Policy – Staff*.

4.5 Throughout any stage in resolving conflicts, respect, honesty and love must be key elements.

5. Relationship Expectations

Executive & Senior Administrators

- 5.1 In relationships with **Students**, executive and senior administrators are called to:
- Show loving concern and respect for the well-being of all students.
 - Provide a learning environment that will allow students to grow and develop.
 - Discipline in a just, constructive manner, and in accordance with College policy.
 - Remain sensitive to the diversity of expressions of Christian living.
 - Report any suspected abuse to the proper authorities and provide options for counselling if needed.
- 5.2 In relationships with **Staff Members**, executive and senior administrators are called to:
- Model open and honest communication with staff on all relevant issues.
 - Be supportive and encouraging of staff members within the College community.
 - Resolve all differences and address criticisms in a fair, loving, constructive, and confidential manner.
 - Develop a staff team, recognising the contributions of all staff members.
 - Encourage professional development of staff members.
 - Evaluate the teaching / learning process in the College and build practices that encourage effective teaching.
 - Be aware of staff members as total persons, encouraging healthy and balanced living.
 - Exercise a particular concern for new staff members or those in difficult professional or personal situations.
 - Communicate any staff concerns to the board.
 - Communicate board policies and decisions to staff members on a regular basis.
- 5.3 In relationships with **Board Members**, executive and senior administrators are called to:
- Respect the responsibilities and legitimate leadership decisions of the board.
 - Regularly report staff policies and activities.
 - Regularly provide reports on implementation of short and long-term goals.
 - Encourage trust and respect within the College community.
 - Inform the board of the College's programs.
 - Be supportive and encouraging of the board members in public and private conversations.
- 5.4 In relationships with **Parents**, executive and senior administrators are called to:
- Respect the primary authority and responsibility of parents for their children.
 - Seek to maintain open and honest communication.
 - Resolve all differences and address criticisms in a fair, loving, constructive and confidential manner.
 - Be supportive and encouraging of parents in public and private conversations.
 - Be willing to act as an intermediary between parents and staff members in accordance with

responsibilities noted in Carmichael College Complaints Handling Policy - Parents & Students.

Teachers and Other Staff

- 5.5 In relationships with **Students**, teachers and other staff are called to:
- Show loving concern and respect for the well-being of all students.
 - Provide a learning environment that will allow all students to grow and develop.
 - Provide high quality instruction.
 - Discipline in a loving, just, constructive manner and in accordance with College policy.
 - Remain sensitive to the diversity of expressions of Christian living.
 - Model Christ like attitudes and behaviour.
 - Encourage the expression of personal faith in Christ.
 - Forgive and model Biblical conflict resolution.
 - Report any suspected abuse to the proper authorities (see child protection laws) and provide options for counselling if needed.
- 5.6 In relationships with **Staff Members**, teachers and other staff are called to:
- Be supportive and encouraging of each other in public and private conversations.
 - Resolve all differences and address criticisms in a fair, loving, constructive, and confidential manner. (Matthew 18:15-20)
 - Participate willingly in building a staff team, recognising the contributions of all staff members as part of the body of Christ.
 - Be aware of others as total persons, encouraging healthy and balanced living.
 - Pray for and encourage new staff members or those in difficult professional or personal situations.
- 5.7 In relationships to **Executive, Senior Administrators and Board Members**, teachers and other staff are called to:
- Respect the responsibility and legitimate authority of administrators and board members.
 - Seek to maintain open and honest communication.
 - Communicate to the Executive, Senior Administrators and Board Members, if necessary, conflicts which cannot be resolved by personal discussion.
 - Encourage and support the administrators and board members in their responsibilities.
 - Be supportive and encouraging of the administrators and board members in public and private conversations.
- 5.8 In relationships with **Parents**, teachers and other staff are called to:
- Respect the primary authority and responsibility of parents for their children.
 - Seek to maintain open and honest communication.
 - Resolve all differences and address criticisms in a fair, loving, constructive and confidential manner.
 - Be supportive and encouraging of parents in public and private conversations.
 - Acknowledge them as brothers and sisters in Christ, working together for the benefit of the child.
 - Pray with and for them.

6. Code of Conduct Rationale

God has always given clear instructions concerning his expectations of his people. He has not operated

on the assumption that people will know what to do. The Bible has been and remains our ultimate guide on how we, as Christians, are to behave.

While every Christian should know that the Bible is our reference for life, our understanding of the practical application of it will be determined by our life experiences and worldview, particularly in the case of a relatively new Christian, and experiences in church, and church life.

Therefore, for unity of understanding and purpose, it is important for Carmichael College to make clear what its understanding of Christian behaviour is in our College context. This is not to dictate how a Christian should live, but to make sure that all staff have a common understanding of the College's expectations.

7. Scope

7.1 This Code of Conduct applies to all employees of the College including:

- Executive and Senior Administrators
- Teaching staff
- Non-teaching support staff
- College Officers
- Ancillary support staff i.e., Cleaning, Grounds and Maintenance staff.

7.2 The Code of Conduct applies across the following component areas:

- Recruitment, selection and employment
- Staff development (professional learning)
- Dispute resolution
- Occupational health and safety
- Use of computers
- Staff discipline and termination
- Child protection
- Critical incidents
- Harassment and discrimination
- Accounting procedures
- Statement of Faith.

7.3 Employees are directed to make sure that they are familiar with the Code of Conduct requirements as detailed below.

8. Code of Conduct Expectations of Staff Behaviour & Practice

Carmichael College bases its teachings and beliefs on the Bible, both Old and New Testaments, which the College regards as the inspired and inerrant Word of God. These teachings are expanded on in other College documents, both printed and digital. These documents, current and future, inform our understanding of lifestyle values which College staff are required to respect and maintain at all times.

Employees of Carmichael College are expected to act within the following fundamental expectations of behaviour and practice and in accordance with the direct instructions detailed in each area as listed.

8.1 Uphold the religious beliefs and practices of the College.

1. Practice grace and honour all interactions.
2. Be a member and regular attendee of a Christian church and to regularly and frequently support staff devotions, prayer sessions and College events.

3. Live according to the biblical precept in which sexual relations is only permitted within a marriage relationship between husband and wife.
4. Be peace makers and show compassion in dealing with others.
5. Be honest and truthful in all dealings.
6. Act with patience and gentleness.

8.2 Present a professional appearance and manner at all times (*Romans 12*)

- Teachers and other staff members should project a professional image to the community and to students.
- 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. During the workday at all work-related activities the standard of dress attained by staff should be high in terms of cleanliness, neatness, taste, style and modesty. Indeed, it should exceed that of the expectations placed upon students.
- The standard of dress needs to be consistent with the professional position held, but also needs to consider special issues arising from Occupational Health and Safety regulations, as applied to Science, Art, PE and Sport, and appropriate to that situation. This also means that teachers should wear hats during playground duties and sport.

8.2.1 Dress Standards

- Staff are reminded that parents have high expectations of all staff at Carmichael College. Our overall appearance (neatness of hair, cleanliness of shoes and types of dress) will be observed.
- It is an expectation that all Carmichael College staff be dressed in a practical and professional manner while on school grounds or while representing the school.
- Consideration will be given to departmental needs and WHS requirements will be enforced across the school.

8.2.1.1. All Staff

- All staff are expected to present themselves with professional modesty.
- Staff must be conscious of length of shorts/skirts, tightness of clothing, necklines, revealing tops with narrow shoulder straps and bare backs, sheer fabrics, high splits and underwear showing through clothing, as well as the amount or style of jewellery.
- Jeans are not acceptable as part of day-to-day wear but can be worn on Pupil Free Days.
- A sun-safe, wide brimmed hat is expected to be worn on playground duty or while teaching sport and HPE.
- Visible body markings, tattoos and/or piercings must be kept to a minimum and be professionally modest. It is acceptable to cover these during work hours, or to ensure that what is on display is not excessive.
- Hair should be neat, tidy and professional.

8.2.1.2. Male Staff

A professional standard of dress is expected at all times. This may include, but is not limited to:

- Collared dress shirt.
- Ties to be worn term 2 and 3, except where in breach of health and safety.
- Sport shorts, collared t-shirts/polos and tracksuits can be worn when

teaching sport or active HPE.

- Long trousers or tailored shorts with belt (no 'casual style' jeans or shorts)
- Shoes will vary depending on the WHS requirements for individual subjects. Joggers or similar can be worn when teaching sport or active HPE. Thongs are not acceptable footwear.

8.2.1.3. Female Staff

A professional standard of dress is expected at all times. The dress code for female staff may include, but is not limited to:

- Skirts, tops/shirts, dresses, tailored trousers or $\frac{3}{4}$ pants.
- Sport shorts, collared t-shirts/ polos and tracksuits can be worn when teaching sport or active HPE only.
- Shoes will vary depending on the WHS requirements for individual subjects. Joggers or similar can be worn when teaching sport or active HPE. Thongs are not acceptable footwear. Dress shoes or formal sandals are acceptable (no thongs or slip-ons.)

8.2.1.4. Name Badges

Staff name badges are to be worn each day and on Professional Development courses. Misplaced or new name badges can be requested through the Registrar.

8.3 Perform their roles and responsibilities, to the best of their abilities and within the framework of the law, within the limits of their authority and available resources.

- Follow the policies and procedures of the College.
- 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.

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

- Employees establish, and cooperate to maintain, a workplace that is free from discrimination, harassment or abuse of any kind. *Refer Carmichael College Sexual Harassment Policy, Carmichael College Workplace Harassment Prevention Policies.*
- Employees attempt to resolve conflicts or differences through appropriate resolution procedures as noted in College policies. *Refer Carmichael College Complaints Handling Policy – Staff, Carmichael College Complaints Handling Policy - Parents & Students.*

8.5 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. *Refer Carmichael College Child Safety Policy.*
- General pastoral concerns must immediately be passed on to the appropriate manager/ principal. *Refer Carmichael College Child Protection Policy.*
- Staff are to recognise and accept the appropriate duty of care to protect their own health, safety and welfare, and the health, safety and welfare of others. *Refer Carmichael College Work Health and Safety Policy.*

8.6 Perform their duties with integrity, honesty and impartiality.

- Employees are to treat each person with fairness and ensure that fair decisions are made.
- Employees will follow correct procedures to resolve problems.
- As members of the community, employees 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 College. *Refer Carmichael College Social Media Policy – Staff.*
- Only the official spokesperson of the College may communicate with the Media regarding incidents at the College. *Refer Carmichael College Critical Incident Management Policy*
- Employees will show loyalty to the College, to each other and to students and avoid making public comments or giving commitments that may bias their judgements or compromise the performance of their duties. *Refer Carmichael College Social Media Policy – Staff, Carmichael College Cyber Bullying and Response Policy.*

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

- Where additional employment is undertaken, employees are to advise and, on occasions, seek the approval of the Principal of the College and ensure that the effective discharge of their College duties is not affected (i.e., tutoring).
- Additional employment activities must not take place on College grounds.
- Employees may not use College facilities and or equipment for their personal financial benefit.
- All resources made for students remain the property of Carmichael College while staff are employed at Carmichael College.

8.8 Maintain appropriate confidentiality of personal and official information.

- Where employees have access to the personal information of fellow employees, students and their families, they will always respect the individual's right to privacy and behave responsibly in maintaining the security of this information. *Refer Carmichael College Privacy Policy, Carmichael College Social Media Policy – Staff, Carmichael College Child Safety Policy, Carmichael College Complaints Handling Policy – Staff, Carmichael College Complaints Handling Policy – Parents and Students.*
- Employees 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. *Refer Carmichael College Data Breach Policy, Carmichael College Confidentiality Policy.*

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

- As custodians of resources on behalf of the College community, employees 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.
- Use digital resources and the College's internet access appropriately. *Refer Carmichael College Data Breach Policy, Carmichael College Social Media Policy - Staff*
- Do not use the College internet connection to access inappropriate or illegal content in any format, including image, video or print format. *Refer Carmichael College Data Breach Policy, Carmichael College Social Media Policy - Staff*
- All software on College computers must be licensed to the College. *Refer Carmichael College Copyright Policy*
- Copyright materials such as music or graphics are not to be stored on College computers unless appropriate licensing arrangements exist. *Refer Carmichael College Copyright Policy*

- College email addresses are used for College business. Free email services (e.g., Gmail) are not to be used for college business. *Refer Carmichael College IT Policy and Procedures*
- Settings on computers should not be changed without reference to the system administrator. *Refer Carmichael College IT Policy and Procedures*
- Avoid excessive downloads unless associated with teaching and learning.
- Use social networking sites at any times such as Facebook appropriately and in line with the spirit of this policy.
- Avoid revealing computer passwords to others.
- Be committed to safeguarding and promoting the safety, welfare and well-being of children and young people - all staff and volunteers are to share this commitment. *Refer Carmichael College Social Media Policy – Staff, Carmichael College Cyber Bullying and Response Policy, Carmichael College Privacy Policy*

9. Breaches of the Code of Conduct

- 9.1 Breaches of this Code of Conduct represent breaches of discipline and can be dealt with according to the procedures outlined in the *Carmichael College Complaints Handling Policy - Staff*.
- 9.2 If an employee believes that the Code has been breached by a person at work, he/she must refer the matter in the first instance to their superior and thence may direct their report to the Principal.
- 9.3 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.

10. Dispute Resolution Procedure

- 10.1 The College seeks to apply a biblical foundation in our approach to dispute resolution and the handling of complaints as per Matthew 18:15-17.
- 10.2 These principles and processes are outlined in the *Carmichael College Complaints Handling Policy - Staff*. It is expected that unresolved issues will be dealt with in accordance with these principles and processes if direct discussions are unable to resolve the matter.

Appendix 1 - Summary of Key Changes

Version	Key Changes
June 2023	Staff Code of Conduct document updated to include existing Code of Ethics document and reflect updated requirements as per the Staff Handbook. Policy transferred to new policy template. Employees list updated to reflect current college positions.