St Philip's Christian Education
FOR THE WHOLE OF LIFE

St Philip's Christian College Code of Conduct – Staff

This Code applies to all employees of:
St Philip's Christian Colleges - Cessnock, Gilibaa, Gosford, Port Stephens, Newcastle; Dynamic Learning College; Young Parents College; Narnia Early Learning; Saints Academy; Tharreo Wilderness Centre; St Philip's Christian Education Central Office; and St Philip's Teaching School.

PREFACE

PURPOSE OF THE CODE OF CONDUCT

The aim of this *Code* is to outline the standards of behaviour expected of all employees of St. Philip's Christian Education.

This *Code* does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out general expectations of the standards of behaviour required. It is to be read in conjunction with the policies that are referred to within it and other relevant material in the Staff Handbook and other policies that may be published from time to time. For further explanation of expectations please speak to your Principal, Head of School/Director or supervisor.

The *Code* places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

The main text of the Code has been compiled by the Independent Schools NSW (previously known as AIS NSW).

WHO HAS TO COMPLY WITH THE CODE OF CONDUCT?

This Code applies to all employees of the St Philip's Christian Education, whether employed on a permanent, temporary or casual basis.

By accepting employment with the College, you must be aware of and comply with this *Code.* Therefore, you must:

(a) conduct yourself, both personally and professionally in a manner that upholds the Christian beliefs and practices described herein;

(b) conduct yourself in a way that protects the Christian reputation of the College;

(c) comply with the College's policies and procedures;

(d) act ethically and responsibly; and

(e) be accountable for your actions and decisions.

CONTRACTORS AND VOLUNTEERS

Contractors, consultants and volunteers working with the College must be aware of the Code and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in the Code may result in the engagement of a contractor, consultant or volunteer being terminated. Contractors and consultants must be issued with the Contractors Induction package and complete all the stated aspects of induction prior to commencing work at the school (See SPCEF Ltd Contractors Policy). Volunteers are to be issued with the Volunteers package and complete all aspects of induction prior to commencing work at the school (See SPCEF Ltd Volunteers Policy).

If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the College's expectations of conduct during the period of their engagement.

GENERAL INFORMATION

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the College. The College reserves the right at its sole discretion to vary or cancel this Code at any time.

Nothing in this Code should be taken to limit the circumstances in respect of which the College may take disciplinary action in respect of an employee.

CHRISTIAN BELIEFS AND PRACTICE

As St. Philip's Christian College is a non-denominational Christian school, all staff are expected to have a personal relationship with Jesus Christ and be actively involved in their local church. This relationship and involvement will be evident by the manner in which they conduct themselves and their character (the 'fruit' in their lives - Matthew 7:15-20). To this end, all staff are urged to *"live a life worthy of the calling you have received..."* (Ephesians 4:1) in order that Christ is glorified and that we are living examples of Christ to one another, the students in our care and the community.

As employees of St. Philip's Christian Education, we believe in the doctrine as stated in the Nicene Creed.

NICENE CREED

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through Him all things were made. For us men and for our salvation He came down from heaven: by the power of the Holy Spirit, He was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; He suffered death and was buried. On the third day He rose again in accordance with the scriptures; He ascended into Heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son He is worshipped and glorified. He has spoken through the prophets.

We believe in one holy catholic and apostolic church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

Therefore, as employees of St Philip's Christian Education we actively support the College Motto, Mission Statement, Vision Statement and Core Values.

THE COLLEGE MOTTO

"I am the Way, and the Truth and the Life"

The College Motto comes from the words of Jesus, in John 14:6, where Jesus says, *"I am the Way, the Truth and the Life. No one comes to the Father except through me"*

It is our desire that all students come to know this to be true in their own lives as they see and experience all employees of SPCEF Ltd live out these words in unity of commitment to the Lord Jesus Christ.

THE COLLEGE MISSION STATEMENT

We will continue to progress and deliver exceptional education in caring, secure and challenging learning environments based on Christian beliefs, values and practice.

THE COLLEGE VISION STATEMENT

We see a movement of Christ-centred learning communities igniting purpose, shaping character, and equipping every person to lead and serve with faith, hope and love – for the whole of life.

THE FUTURE WE SEE

We see St Philip's Christian Education as a leading provider of quality Christian education across our nation, known not only for our academic standards but for the depth of our care, the strength of our culture, and the transformative impact of our graduates.

We see a future where every student flourishes - spiritually, academically, emotionally, and socially - within a Christ-centred learning community that is bold in its faith and excellent in its practice.

We see every student developing a personal and vibrant faith in Jesus Christ, who is the way, the truth, and the life. We are committed to creating opportunities for students to encounter God's love, grow in their understanding of Scripture, and live out their faith with purpose, integrity, and joy. Our vision is for students to be grounded in truth and inspired to follow Jesus in every area of life.

We see every student discovering and achieving their God-given potential. Through a rich and diverse curriculum, we empower students to explore their gifts, pursue excellence, and prepare for a life of meaningful contribution. We believe that every student is called to make a difference, and we are passionate about equipping them to do so with wisdom, courage, and compassion.

We see every student engaged in innovative and effective learning experiences. We cultivate places of creativity, curiosity, and challenge, led by skilled and dedicated educators who are committed to professional growth and educational excellence. We embrace new technologies and pedagogies that enhance learning and prepare students for a rapidly changing world.

We see every student nurtured in a safe and secure learning environment. We are intentional about building a culture of care where students feel connected, affirmed, and supported. Our schools are places of belonging, where students are known by name, where their wellbeing is prioritised, and where they are encouraged to grow in confidence and resilience.

We see every student contributing to a culture of respect, dignity, and concern for others. We foster a community where kindness is valued, differences are celebrated, and relationships are built on trust and empathy. Our students are taught to lead with humility, serve with generosity, and do what is right, in their schools and beyond.

We see every student benefiting from excellent learning resources and facilities. We are committed to providing environments that inspire learning and reflect our pursuit of excellence. From libraries and laboratories to creative studios and sporting grounds, we invest in spaces that support holistic development and encourage collaboration, innovation, and joy.

THE COLLEGE CORE VALUES

Christ First
Serve One Another
Strive for Excellence
Do What is Right
Build Community

These core values should be reflected in all that we do as staff and how we relate as staff. That is, "faith expressing itself in love" (Gal 6:5 NLT). It is out of a demonstration of this "faith expressing itself in love" that students will have the opportunity to discover the wonderful privilege of having a genuine relationship with God through His love as we seek to meet their needs in education.

BIBLICAL PRINCIPLES FOR EMPLOYEE BEHAVIOUR AT ST PHILIP'S CHRISTIAN EDUCATION FOUNDATION LTD.

CHRIST'S LOVE TRANSFORMS ALL RELATIONSHIPS (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 Jesus; Who being in very nature 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 exulted Him to the highest place and gave him the 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, not only in my presence, but now much more in my absence, continue to work out your salvation with fear and trembling, for it is God who works in you to will and act according to his good purpose. Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe as you hold out the word of life.*"

AS WE BELIEVE THESE WORDS ARE FROM GOD, WE ARE COMMITTED TO ACT ACCORDINGLY.

We act as one in Christ Jesus who loves us all equally and without favour and we strive to be *"like minded having the same love, being one in spirit and purpose."* We have a common purpose to uphold Christian beliefs and practices and fulfil the Mission and Vision statements of St. Philip's Christian Education Foundation Ltd.

We *"do nothing out of selfish ambition or vain conceit, but in humility consider others better than ourselves"* as Christ himself did when *"being in very nature God, did not consider equality with God something to be grasped, but made himself nothing, taking the very nature of a servant".*

1. We live together to be imitators of Christ, under the guidance of His Holy Spirit, in accordance with His Word, the Bible.
2. We therefore uphold each other and avoid malice, gossip and slander.
3. We are accountable to one another to encourage and to strengthen each other even to the inconvenience of ourselves.

4. We negotiate our positions and do not lord ourselves over others, even those in authority who serve us in all things.
5. When disagreements arise, we seek mediation and reconciliation through a humble and forgiving heart. If we cannot be reasonably reconciled, we uphold the command to love one another through capitulating rather than attempting to dominate. We *"look not only to (our) own interest, but also to the interest of others"* and serve as Christ himself did, who *"humbled himself and became obedient to death - even death on a cross".*
6. We serve the families who seek our assistance in educating their children, the students who we are entrusted to assist in "bringing up in the ways of the Lord", and to each who participates in this common task, and the wider community that we are part of.
7. We serve so that all may know and come to believe personally *"that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, and every tongue shall confess that Jesus Christ is Lord, to the glory of God the Father".*
8. In this service we *"continue to work out (our) salvation with fear and trembling"* and disciple others to do likewise.

In our service we strive to *"do everything without complaining or arguing"* giving respect to those who serve us and who are placed in authority over us according to God's purpose. We do all these things *"so that (we) may become blameless and pure, children of God without fault in a crooked and depraved generation, in which (we) shine like stars in the universe as (we) hold out the word of life".*

As an outworking of these things we believe that when Jesus said that the greatest commandment is, *"Love the Lord your God with all your heart and with all your soul and with all your mind…(and) …love your neighbour as yourself"* (Matthew 22: 37-40) we display this great command through our actions.

Therefore, as an act of worship in response to the mercy of our God, through Jesus Christ, we, the employees of St Philip's Christian Education will abide by the following Code of Conduct, based on the framework from the Independent Schools NSW and ratified by the Board of Directors of St. Philip's Christian Education Foundation Ltd.

St Philip's Christian Education
FOR THE WHOLE OF LIFE

St Philip's Christian Education
Staff Code of Conduct

1. EMPLOYEE EXPECTATIONS

WHAT IS EXPECTED OF YOU AS AN EMPLOYEE?

First and foremost, that we will act in accordance with the Christian beliefs and practices outlined above, as an act of worship to our Lord and Saviour Jesus Christ.

Therefore, as an employee, you should be aware of all of the College's policies and procedures, particularly those that apply to your work. Many of these are available online; others may be made available to you through induction and training and development programs.

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your Principal/Executive Director of EL, Head of School/Director or supervisor.

You should also be familiar with the legislation under which you are employed as this may specify requirements with which you need to comply.

As a College employee, you are expected to:

(a) serve, in whatever you do, as unto the Lord Jesus Christ, and therefore;

(b) perform your duties to the best of your ability and be accountable for your performance

(c) follow reasonable instructions given by your supervisor or their delegate;

(d) comply with lawful directions;

(e) carry out your duties in a Christ-like, professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development;

(f) act honestly, without partiality, and in good faith in fulfilling your duties;

(g) treat everyone with respect, as born in the image of God, and thus be courteous and responsive in dealing with your colleagues, students, parents and members of the public;

(h) work in fellowship with, and collaboratively with your colleagues;

(i) ensure that your conduct, whether during or outside working hours, is consistent with the Christian beliefs and practices of the College and does not damage the reputation of the College.

(j) not engage in any other employment or business without the prior approval of the Principal/Executive Director of EL.

(k) follow any directive issued by the Federal or New South Wales State Government of Australia, such as a Public Health order, which directly relates to, or impacts your employment and role at the College.

2. WHAT HAPPENS IF I BREACH THE CODE OF CONDUCT?

As a College employee, you hold a position of trust and are accountable for your actions.

2.1 The consequences of inappropriate behaviour and breaches of this *Code* will depend on the nature of the breach.

2.2 Employees should report possible breaches by colleagues to their supervisor/Director or the Principal/Executive Director of EL. If the possible breach is by their supervisor/Director then it should be reported to the Principal/Executive Director of EL.

2.3 Factors the College may consider when deciding what action to take may include:

(a) the seriousness of the breach;

(b) the likelihood of the breach occurring again;

(c) whether the employee has committed the breach more than once;

(d) the risk the breach poses to employees, students or any others; and

(e) whether the breach would be serious enough to warrant formal disciplinary action.

2.4 Actions that may be taken by the College in respect of a breach of the Code may include management or remedial action, training and/or disciplinary action ranging from a warning to termination of employment. The College will reserve the right to determine in its entirety the response to any breach of this Code.

3. CHILD SAFE STATEMENT and REQUIRED REPORTING

As a staff member of St Philip's Christian Education, I will abide by and follow SPCE's Child Safe statement.

SPCE CHILD SAFE STATEMENT

St Philip's Christian Education is committed to providing quality Christian education and care to children and young people to assist them reach their God-given potential. We are committed to providing a child-safe and a child-friendly environment based on Christian beliefs, values and practices, where children and young people are safe, feel safe and are able to actively participate in decisions that affect their lives.

St Philip's Christian Education has zero tolerance for child abuse.

St Philip's Christian Education is committed to ensuring the safety, welfare and wellbeing of all children and young people who attend our schools and centres and is dedicated to protecting them from abuse and harm.

St Philip's Christian Education regards its child protection responsibilities with the utmost importance, and as such is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations to maintain a child-safe and supportive environment, both in the physical and online learning environments for all children and young people.

Employees are required under Child Safe laws and regulations to report certain information to the College.

As a Christian organisation we are committed to upholding the teaching of never taking sexual advantage of others, as in 1 Thessalonians 4:1-12.

3.1 All employees are required to inform the Principal/Executive Director of EL if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform the Principal/Executive Director of EL if you become the subject of an Apprehended Violence Order.

3.2 If, through your employment with the College, you become aware of a serious

crime committed by another person, you are required to report it to the Principal/Executive Director of EL, who may be required to inform the police.

3.3 As a College employee, you must report to the Principal/Executive Director of EL:

(a) any concerns that you may have about the safety, welfare and well-being of a child or young person;

(b) any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;

(c) any concerns you may have about any other employee, contractor or volunteer allegedly engaging in 'reportable conduct' or inappropriate professional conduct that you have observed or has been reported to you; and

(d) if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'; and

(e) if you become the subject of reportable allegations or allegations of inappropriate professional conduct whether or not they relate to your employment in the College; and

(f) if you become subject to an interim bar or a bar by the Office of the Children's Guardian, or if you become a *disqualified*[1] person from working or volunteering with children.

You should refer to the College's Child Protection policies for further information about these obligations.

3.4 Please note that teachers and some other employees have mandatory reporting obligations under the *Children and Young Persons (Care and Protection) Act 1998 (NSW)* where they have reasonable grounds to suspect a child under the age of 16 years is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child.

You should refer to the College's ***Child Protection Policy, Child Protection Guidelines and Procedures, Allegations Against Staff Policy,*** and ***Allegations Against Staff Guidelines*** and Procedures for further information about these obligations

[1] As defined in the *NSW Child Protection (Working with Children) Act 2012* Section 18

4. RESPECT FOR PEOPLE

All people are made in the image of God, and are worthy of respect (Genesis 1:26-27). This principle relates to everyday life. For example: 1 Peter 2:13-17, The Message. "Make the Master proud of you by being good citizens. Respect the authorities, whatever their level; they are God's emissaries for keeping order. It is God's will that by doing good, you might cure the ignorance of the fools who think you're a danger to society. Exercise your freedom by serving God, not by breaking the rules. Treat everyone you meet with dignity. Love your spiritual family. Revere God. Respect the government."

The College therefore expects employees to treat each other with respect and courtesy.

Our daily interaction with others reflects on the College's reputation and our relationship with Jesus Christ. Therefore, all employees are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

4.1 Employees who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modelling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development.

4.2 Similarly, it is important for you to treat your colleagues, other employees, contractors, students and parents with respect. You must not engage in rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language, hate speech[2] and physical abuse or intimidation towards other employees, contractors, students and parents. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.

4.3 You are not to take photos, videos or other recordings of a staff member, parent or student without their consent, nor publish photos, images or information concerning a staff member, parent, student or other member of the school community without their express consent. This also applies when on Mission trips and/or overseas travel. Please

[2] Hate Speech - refer to the Crimes Act (NSW) 1900 - SECT 93ZAA.
https://www5.austlii.edu.au/au/legis/nsw/consol_act/ca190082/s93zaa.html

extend the same courtesy to children and adults overseas as you would in Australia.

4.4 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the College's ***Discrimination, Harassment and Bullying Policy***. Unlawful harassment or discrimination may constitute an offence under the *Anti-Discrimination Act 1977* or federal discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.

4.5 You should ensure that you are aware of the College's ***Discrimination, Harassment and Bullying Policy***. If you believe you are being unlawfully harassed or discriminated against or bullied:

(a) where you feel comfortable ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with your supervisor or Head of School/Director in the first instance to seek guidance on how to do this; and/or

(b) raise the issue as a grievance in accordance with the College's ***Discrimination, Harassment and Bullying Policy*** and the ***College's Grievance Procedures*** as soon as possible after the incident(s) have occurred.

4.6 The College takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.

4.7 If you lie about or exaggerate about a complaint, the College will view this as a very serious matter, and you may be disciplined up to and including dismissal.

5. DUTY OF CARE AND WORK HEALTH AND SAFETY

Care of children as part of God's called community is taught throughout Scripture. Christians have often been at the forefront of developing services and caring environments for children. It is in this spirit and tradition that we at St Philip's Christian Education fulfil our duty of care obligations.

As a College employee therefore, you have a duty of care to students in your charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.
The duty encompasses a wide range of matters, including (but not limited to):

- ***the provision of adequate supervision***
- ***ensuring grounds, premises and equipment are safe for students' use***
- ***implementing strategies to prevent bullying from occurring in the College***
- ***providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at College.***

DUTY OF CARE

5.1 As a College employee, you have a duty of care to students in your charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted: for example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the students' maturity and ability.

5.2 Duty of Care to students applies during all activities and functions conducted or arranged by the College. The risks associated with any activity need to be assessed and managed before the activity is undertaken. Risks and hazards must then be continually assessed, monitored and managed throughout the time of the activity.

5.3 You should ensure that you are aware of the College's ***Supervision Policy, Guidelines and Procedures, Excursions Policy and Planning Guide, Risk Management Policy, Work Health and Safety Policy, Evacuation Policy and ECO Procedures***.

WORK HEALTH AND SAFETY

5.4 We are taught in Scripture to be good stewards of what God has given to us. This includes each other. For example: 1 Corinthians 6:19-20 – "*Or didn't you realize that your body is a sacred place, the place of the Holy Spirit? Don't you see that you can't live however you please,*

squandering what God paid such a high price for? The physical part of you is not some piece of property belonging to the spiritual part of you. God owns the whole works. So let people see God in and through your body." (The Message)

You also have a responsibility under Work Health and Safety legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not place at risk the health and safety of your co-workers, students or other persons that you may come into contact with at work.

5.5 Considerations of safety relate to both physical and psychological wellbeing of individuals.

5.6 You should ensure that you are aware of the College's ***Work Health and Safety Policy.***

SUPERVISION OF STUDENTS

5.7 You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.

5.8 You should be familiar with and comply with the College's evacuation procedures.

5.9 Students should not be left unsupervised either within or outside of class. You should be punctual to class and allocated supervision.

5.10 You should remain with students after College activities until all students have been collected. In the event that a student is not collected you should remain with the student until collected, or seek advice from your supervisor/Director.

5.11 Playground supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around.

5.12 You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member. Additional detail about student bullying is set out in the ***Managing Student Behaviour (Anti-Bullying and Harassment) Policy and Managing Student Behaviour (Anti Bullying and Harassment) Guidelines and Procedures.***

5.13 Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact the designated First Aid person in your sub-school/centre or the Administration Area.

5.14 You should ensure that you understand and comply with the College's policy in regard to the storage and administration of prescribed medication to students (see ***Student Health and Medication Policy and Procedures documents***)

6. RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS, EMPLOYEES AND PARENTS, AND ADULT TO ADULT.

As a College employee, you are expected to always behave in a manner that honours God and upholds the Christian beliefs, values and practices of the College. Therefore, all adult to child relationships and all adult relationships will be based on evangelical Christian Biblical principles.*

As a College employee, you are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed.

While not all employees are required to manage and supervise students, it is important for all College employees to understand and observe the College's Child Protection Policies.

Refer pages 3-6 of this Code of Conduct

EMPLOYEE AND STUDENTS

SUPERVISION OF STUDENTS

6.1 You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with your supervisor/Director and/or the Principal/Executive Director of EL.

6.2 You should never drive a student in your car unless you have specific permission from your supervisor/Director and/or the Principal/Executive Director of EL to do so. In the event of an emergency you should exercise discretion but then report the matter to your supervisor/Director.

6.3 If you wish to conduct a private conversation with a student you should consider the time and venue carefully to avoid placing yourself in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the student and the door.

6.4 When confiscating personal items, such as mobile phones or hats, ask students to hand them to you. Only take items directly from students in circumstances where concern exists for the safety of the student or others and your own safety is not jeopardised by this action.

PHYSICAL CONTACT WITH STUDENTS

6.5 You must not impose physical punishment on a student in the course of your professional duties.

6.6 You should avoid unnecessary physical contact with students. When physical contact with

a student is a necessary part of the teaching/learning experience you must exercise caution to ensure that the contact is appropriate and acceptable. You should seek reassurance from the student by asking for a volunteer if necessary to demonstrate a particular activity.

6.7 Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability the management of toileting needs should be included in the student's individual management plan.

6.8 When congratulating a student, a handshake, or a pat on the shoulder are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable.

6.9 Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and seek their consent.

6.10 Sometimes in ensuring duty of care you may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy must be in keeping with the College's behaviour management practices or individual student management plans. You should report and document any such incidents as soon as possible.

RELATIONSHIPS WITH STUDENTS

6.11 You must not have a romantic or sexual relationship with a student, nor engage in sexual misconduct or grooming that would lead to such a relationship or act. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. You are reminded of:

(a) the law prohibiting sexual relations with a person under the age of consent (16 years);

(b) the law prohibiting sexual relations between a teacher and their student who is under the age of 18 years; and

(c) that at this school, the principle in point (b) is extended to include all students, even if they are 18 and older.

6.12 You must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student. An overly familiar relationship with any student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support or wellbeing raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment and is a breach of this policy. Such relationships may also have a negative impact on the teaching and learning environment

for other students and colleagues, and may carry a serious reputational risk for the College. Students who are relatives or close church friends of staff should also be taught to be mindful of 'sense of occasion' in terms of how this relationship is expressed at school.

6.13 If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your supervisor/Director and/or the Principal/Executive Director of EL as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.

6.14 At all times when speaking with students care must be taken to use appropriate language. You must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity, offensive comments, extremists views or hate speech.

6.15 You may, as part of your pastoral care role, engage in discussion with students about pertinent pastoral personal issues. This is entirely appropriate. However, you must be cautious about making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself.

6.16 You must not:

(a) invite students to your home

(b) visit students at their home; or

(c) attend parties or socialise with students, unless you have the express permission of the Principal/Executive Director of EL and their parent/caregiver, or if there is a familial or church-based relationship that is a normal part of your life about which the school is aware. In such situations, you must be alert to the risk involved in such activities and conscious that your position as a staff member puts special obligations upon your relationship with the students, parents and other staff. To the extent possible, you should avoid being alone with a student of the College in a social setting.

6.17 You must not engage in tutoring or coaching students from the College without the express permission of the Principal/Executive Director of EL.

6.18 You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site. You must avoid any engagement with students or student created content on social media (see Section 7 -

Appropriate use of electronic communication and social networking sites).

6.19 You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student (see Section 10 - **Declaring gifts, benefits and bribes**)

6.20 Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations completely, another member of staff should make any significant decisions relating to the student's assessments and have those endorsed by a supervisor/Director.

6.21 You should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence your understanding of their behaviour, and the interpretation of your behaviour.

CHILD PROTECTION

6.22 You must be aware of and comply with the College's ***Child Protection Policy – Protecting and Supporting Children and Young People, Child Protection Guidelines and Procedures - Protecting and Supporting Children and Young People, Child Protection Policy - Reportable Allegations Against Employees Policy, and Child Protection Guidelines and Procedures - Reportable Allegations Against Employees.***

6.23 As set out in **Section 3** you must report any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any 'reportable allegation' that has been made to you to the Principal/Executive Director of EL. This includes self-disclosure if the allegation involves you.

6.24 Broadly, 'reportable conduct' includes:

(a) any sexual offence,

(b) sexual misconduct,

(c) an assault, against a child,

(d) ill-treatment of a child,

(e) neglect of a child,

(f) an offence under section 43B (failure to protect) or section 316A (failure to report) of the *Crimes Act 1900,* and

(g) behaviour that causes significant emotional or psychological harm to a child whether or not the child consents.

6.25 Reportable conduct does not extend to:

(a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or

(b) the use of physical force that, in all the circumstances, is trivial or negligible, and the circumstances in which it was used have been investigated and the result of the investigation recorded in accordance with appropriate procedures; or

(c) conduct of a class or kind exempted from being reportable conduct by the *Children's Guardian Act 2019* under section 30

6.26 For further information about 'reportable conduct' see the College's ***Child Protection Policy - Reportable Allegations Against Employees Policy, and Child Protection Guidelines and Procedures - Reportable Allegations Against Employees***

6.27 The requirements outlined in Section 6 in relation to Supervision, Physical Contact and Relationships with Students set professional boundaries in relation to your behaviour. They make clear what behaviour is unacceptable and could amount to reportable conduct or inappropriate professional conduct.

In all processes that are undertaken in response to a reportable allegation or reportable conduct, St Philip's Christian Education is committed to acting respectfully to all persons involved, and within the Christian ethic of justice in love.

THE WORKING WITH CHILDREN CHECK

6.28 The Working With Children Check is a prerequisite for paid and unpaid child-related work. Under Part 2, section 6 of the *Child Protection (Working with Children) Act 2012 (NSW)*, child-related work is defined as work in a specific child-related role or face-to-face contact with children in a child-related sector.

6.29 You must have a Working With Children Check clearance which will be valid for a period of five years. You are responsible for renewing your Working With Children Check every five years.

EMPLOYEES AND PARENTS

6.30 **General Principle:**

St Philip's Christian Education recognises the primacy of the parents of children to raise and nurture them the way God raises and nurtures us. Thus, the home is the primary

care giver for any student. The College enters into partnerships with the home, in common agreement of the College's beliefs, practices and values.

6.31 We will reply to messages from parents within two working days, even if it is to organise time to talk more carefully, or to set a time scale for investigation of an issue and further response.

6.32 When discussing an issue about a student with a parent, we will focus on describing events and patterns of behaviours. We will avoid using labels that can be deemed judgemental in any way.

6.33 Out of respect for the families of the College, we will avoid disciplining students publicly in view of other parents and we will not discuss a student with parents of other students.

ADULT TO ADULT

6.34 Staff must not become involved in inappropriate relationships as defined by the College's beliefs, values, ethos and practices. Evangelical Christian Biblical principles* and statements about sexual relationships are to be our guide in these matters. The key ones are: (a) sexual intimacy is only to be given expression in faithful, heterosexual marriage and (b) no-one is to take advantage of another physically, mentally or spiritually. This includes, but is not limited to, grooming behaviour, sensualised activities, or spiritualised sexual encounters.

6.35 If an appropriate intimate relationship (as defined above) develops between staff members, the staff involved should be circumspect in its expression at school. Physical behaviour that can be deemed as sexually suggestive is to be avoided. This also applies to married couples on staff.

*Refer to pages 3-6 in this Code of Conduct

7. APPROPRIATE USE OF ELECTRONIC COMMUNICATION AND SOCIAL NETWORKING SITES

Jesus taught that what comes out of our mouths is the overflow of our hearts. Biblically, our hearts are the centre of our being. Therefore, we should 'guard our hearts' and only say 'that which builds up the other'. Our use of ICT is an extension of these principles.

The College provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the College's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent and viewed there is no way to recall it and it exists forever.

7.1 As an employee of SPCE you are expected to use all personal electronic devices and school issued devices to communicate in a God-honouring , respectful and lawful manner.

7.2 You must comply with the College's Network User Agreement, Internet Use and Social Networking Guidelines.

This includes:

(a) exercising good judgment when using electronic communication, following the principles of Biblical ethical behaviour;

(b) using God honouring, appropriate and professional language in electronic communication;

(c) being aware that if an issue addressed in electronic communication becomes the subject of a legal dispute, then those communications would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;

(d) not sending communications that are hate speech, harassing, discriminatory, defamatory, threatening, abusive, or obscene.

(e) not inviting students into your personal social networking site or accept an invitation to theirs;

(f) not using social networking sites to message or contact students or view student made content;

(g) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and

(h) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

7.3 You must never use the College's networks to view, upload, download or circulate any of the

following materials:

(a) sexually related or pornographic messages or material;

(b) violent or hate-speech related messages or material;

(c) racist or other offensive messages aimed at a particular group or individual;

(d) malicious, libellous or slanderous messages or material; or

(e) subversive or other messages or material related to illegal activities.

8. USE OF ALCOHOL, DRUGS AND TOBACCO

Loss of self-discipline that can harm others is a concern across all of Scripture. This is the Christian spirit in which these principles about alcohol and other drugs are written.

Work Health and Safety is of fundamental importance to the College.

Maintaining a safe work environment requires everyone's continuous cooperation.

8.1 You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk you or any other person's health and safety.

8.2 As a College employee, you must:

(a) not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;

(b) not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;

(c) notify your supervisor/Director if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;

(d) take action to resolve any alcohol or other drug-related problems that you have;

(e) consult with your supervisor/Director or Principal/Executive Director of EL if you are concerned about working with other employees who may be affected by drugs or alcohol.

(f) Note that any social function arranged by and through the College could be deemed as being 'at work', because you would normally be covered by Worker's Compensation at these times. For each of these functions, the following expectations exist:

(i) all staff will behave in an appropriate manner in keeping with this Staff Code of Conduct;

(ii) all staff are to behave safely and responsibly;

(iii) if alcohol is available, that it will be consumed in a controlled and limited way (e.g. maximum one standard drink per hour);

(iv) that use of illegal drugs is totally prohibited;

(v) that the policy for smoking (see below) will apply to these functions;

(vi) that there is to be no poor behaviour that would have an impact on any students or their families who may be present or hear of such conduct or create reputational damage to SPCE;

(vii) that there is to be no deterioration in language use, as per the standards

in this Code of Conduct;

(viii) that sexual harassment or sensualised conduct will not be tolerated;

(ix) that all property and persons are to be respected to the high standard outlined in this Code of Conduct; and

(x) any breaches of these conditions will result in disciplinary action and may result in termination of employment, and if necessary, referral to the Police.

DRUGS

8.3 As a College employee, you must not:

(a) have illegal drugs in your possession while at work. Any illegal drugs found on College property or in the possession of any person on College property may result in disciplinary action including the termination of your employment and referral to the Police;

(b) give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and

(c) supply or administer prescription or non-prescription drugs to students unless authorised to do so.

ALCOHOL

8.4 You must not bring alcohol to the College or consume it during College hours or at any College function at any time students are present, including those events conducted outside College premises unless expressly permitted to do so by the Principal/Executive Director of EL. If permission is granted, then the conditions outlined in 8.2 (f) above will apply. A College function is any occasion organised by the College and/or in the College's name, including dances, farewells, excursions, sporting fixtures and fund-raising events.

8.5 You must not:

(a) purchase alcohol for, or give alcohol to, any College student (or to any other person under the age of 18 years); and

(b) encourage or condone the use of alcohol by students of any age during educational activities.

SMOKING/VAPES

8.6 You must not smoke or vape, or permit smoking or vaping in any College buildings, enclosed area or on College grounds. This includes all buildings, gardens, sports fields, cars, and car parks.

8.7 You must not purchase tobacco, vapes or tobacco or vaping products for any College student, or give them tobacco, vapes or tobacco or vaping products.

9. IDENTIFYING AND MANAGING CONFLICTS OF INTEREST

Biblical communities were the first to introduce impartiality when administering justice, including proper exchanges within business. The College's conflict of interest policies and procedures are designed to continue in this tradition.

Private interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of the College.

9.1 As a College employee, you must not act in conflict with the College's best interests. A conflict of interests can involve:

(a) pecuniary interests i.e. financial gain or loss or other material benefits;

(b) non-pecuniary interests i.e. favours, personal relationships and associations. It may not only be about your own interests. It may include:

(i) the interests of members of your immediate family or relatives (where these interests are known);

(ii) the interests of your own business partners or associates, or those of your workplace; or

(iii) the interests of your friends.

9.2 When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to your supervisor/Director or the Principal/Executive Director of EL.

9.3 You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

9.4 Entering into a romantic or sexual relationship with another staff member or a parent or member of the College community may be a conflict of interest and should be raised with the Principal/Executive Director of EL so that appropriate measures can be implemented to manage the conflict if possible. The College reserves the right to take whatever steps it considers appropriate if the conflict cannot be managed in a way that protects the interests of a student/s and the College.

9.5 You must be aware of, and comply with, the College's ***Conflict of Interest Policy.***

10. DECLARING GIFTS, BENEFITS AND BRIBES

As an employee, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

10.1 If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal/Executive Director of EL.

10.2 Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of the College and its staff. You must not create the impression that any person or organisation is influencing the College or the decisions or actions of any of its employees.

10.3 If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value ($50) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the College.

10.4 When such a gift is accepted, you must advise your Principal/Executive Director of EL. They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.

10.5 Sometimes employees might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the College. If you win a prize you must advise your supervisor/Director or the Principal/Executive Director of EL who will determine how the prize should be treated and recorded.

10.6 Use the GIFT test *(source: Department of Education NSW)* to decide whether to accept or decline a gift, benefit or hospitality.

The GIFT Test

The **GIFT Test** guides the recipient to decide whether to accept or decline a gift, benefit or hospitality. The decision is from four perspectives - Giver, Influence, Favour, and Trust

GIVER	• Who is providing the gift, benefit or hospitality and what is their relationship to me? • Does my role require me to select contractors, award grants or determine/implement policies? • Could the person or organisation benefit from a decision I make?
INFLUENCE	• Are they seeking to influence my decisions or actions? • Has the gift, benefit or hospitality been offered to me publicly or privately? • Is it a courtesy, a token of appreciation or highly valuable? • Does its timing coincide with a decision I am about to make?
FAVOUR	• Are they seeking a favour in return for the gift, benefit or hospitality? • Has the gift, benefit or hospitality been offered honestly? • Has the person or organisation made several offers over the last 12 months? • Would accepting it create an obligation to return a favour?
TRUST	• Would accepting the gift, benefit or hospitality diminish public trust? • How would I feel if the gift, benefit or hospitality became public knowledge? • What would my colleagues, family, friends or associates think?

Source: Department of Education (NSW)

11. COMMUNICATION AND PROTECTING CONFIDENTIAL INFORMATION

COMMUNICATION

11.1 You are required to comply with the College's ***Communication – Home/School Policy; Communication – Home/School Guidelines and Procedure; Staff Handbook; and the College Privacy Policy.***

11.2 You should be mindful of confidentiality when in discussions with parents. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting. Parents also need to be advised that anything disclosed to you is disclosed to the College and will need to be shared, confidentially, to the Principal/Executive Director of EL and, at the Principal/Executive Director of EL's discretion, within the College as appropriate.

11.3 You should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Principal/Executive Director of EL in the context of grievance resolution.

11.4 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the College community, or the public.

11.5 The media should not be given access to students or allowed entry to the College without the express permission of the Principal/Executive Director of EL. You should not make any comments to the media about the College, students or parents without the express permission of the Principal/Executive Director of EL.

11.6 You must comply with the College's requirements regarding the established line of communication with parents in the College.

CONFIDENTIAL INFORMATION

11.7 As a College employee, you must only use confidential information for the work-related purpose it was intended.

11.8 Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal/Executive Director of EL.

11.9 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

PRIVACY

11.10 Sensitive and personal information should only be provided to people, either within or outside the College, who are authorised to have access to it.

11.11 You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other College employees. Normally information should be limited to **those who need to know** in order to conduct their duties, or to those who can assist in carrying out the College's work because of their expertise.

12. RECORD KEEPING

12.1 All employees have a responsibility:

(a) to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and

(b) to capture or store records in the College's record systems.

12.2 You must not destroy or remove records without appropriate authority.

12.3 Supervisors have a responsibility to ensure that the employees reporting to them comply with their records management obligations.

12.4 Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the College.

12.5 Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

13. COPYRIGHT AND INTELLECTUAL PROPERTY

Biblical teaching and Christian practice have strongly supported paying people their due, and in a timely manner. This is the spirit of this section.

13.1 When creating material you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third party copyright/other rights included in materials.

13.2 Advice relating to sharing or licensing the College's intellectual property should be sought from the Principal/Executive Director of EL.

13.3 The College cannot give away or assign its intellectual property without the approval of the Principal/Executive Director of EL.

13.4 If you develop material that relates to your employment with the College, the copyright in that material will belong to the College. This may apply even if the material was developed in your own time or at home.

13.5 You should not use the College's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal/Executive Director of EL.

The original version of this document has been supplied courtesy of The Association of Independent Schools, NSW.
For those sections: © The Association of Independent Schools NSW 2011 and 2020.
As of 2026, The Association of Independent Schools NSW is now known as Independent Schools NSW, © Independent Schools NSW.

The Nicene Creed and Biblical principles have been added to support the Christian ethos of the St Philip's Christian College.

** The original Code was ratified by the Board of Governors in January, 2017.*

** The Code was updated in Jan 2018, Feb 2018 and July 2020 to reflect entity name changes and legislation changes relating to child protection and reportable conduct.*

** In November 2021, additions were made to the Code of Conduct, regarding following Government directives and conflict of interest. The changes were ratified by the Board of Governors in November, 2021. Reviewed Oct 2023 and rebranded.*

**In November 2025, the SPCE Child Safe Statement and 4.7 (taking of, and publishing of photos, both in Australia and overseas) were included, as well as minor changes in the AIS Code of Conduct document. Aproved by SET Dec 2025*

**February, 2026 "Hate Speech" references added to the following clauses: 4.2, 6.14, 7.2(d), and 7.3(b). New clause 7.1 added. References to 'AIS NSW' changed to 'Independent Schools NSW' to reflect their name change. Updated Mission, Vision, and The Future We See statements.*

Approved: G. Irwin, CEO

February 2026

St Philip's Christian College
Code of Conduct – Staff

Version: February 2026

ACKNOWLEDGEMENT

(please print)

Name: _____

Role/Job Title: _____

School/Entity: _____

I, (name) _____**have read, understood and agree to comply with the terms of this Code of Conduct.**

_____ _____

Signed **Date**

Please return this signed acknowledgement form to the Principal/Executive Director of EL for filing.

(to be filed in individual Staff files)