

CODE OF CONDUCT FOR King's Baptist Grammar School

INTRODUCTION:

The Code of Conduct is a public statement of the standards of conduct and integrity expected of all people (endorsed by the School) having dealings with students at KING'S BAPTIST GRAMMAR SCHOOL. It aims to guide their ethical conduct, and in so doing, maintain public trust and confidence in the integrity and professionalism of King's as a Christian School. Therefore conduct must be in accordance with the school's beliefs and principles as described below.

The Constitution of King's states (item 46) that "All staff declare they subscribe to the Statement of Faith of the School; and live in a manner which gives strong evidence of this belief and acceptance of God's grace in their life."

As a Christian school, we believe:

- we continue and extend Christ's ongoing redemptive work of reconciliation
- that each person is a unique intellectual, physical, emotional, spiritual human being, created in the image of God
- we are called to interact with others through love and mutual respect
- the results of ministry are the empowering, encouragement and edification of people, where the fruit of the Spirit is growing and displayed
- that abuse of any kind must not be tolerated
- that our students must be treated with dignity and respect
- that all people should be offered compassion and justice

The Principles

The Code is based on the ethical principles of - **Fairness, Integrity, Service, Humility, Excellence and Respect.**

The acronym FISHER is being used to highlight ethical conduct and to support the King's system of government, treatment of people and approach to work by members of the King's community. (Students also are expected to act in accord with the FISHER principles.) All interactions should be characterised by these principles.

Applying the FISHER Principles.

Fairness – in supervision of students or staff, in avoiding discrimination, procedural fairness, judgements and reporting.

Integrity - in upholding professional standards and relationships, 'walk the talk', avoiding conflicts of interest, not taking any action which could harm the reputation of the School, refraining from public comment, financial, outside work and use of leave, use of information and school resources, stewardship of resources, supporting the worship life of the school e.g. attending devotions.

Service - care and consideration for others, as individuals and for their professional roles, applying 'do unto others'.

Humility – showing grace towards others, accepting God's gifts graciously, willing and seeking to honour others achievements.

Excellence – seeking highest possible standards of performance, diligence in carrying out duties.

Respect – for the law, privacy, confidentiality, the dignity of people and individual differences, school governance, school routines and lines of management.

It is imperative with respect to interaction with children, that all staff and volunteers uphold the **Child Safe Policy**, and thus –

Will:

- ◆ conduct themselves in a manner consistent with their position as a positive role model to children and young people and as a representative of King's
- ◆ take directions from the member of staff listed as the line manager
- ◆ follow organisational policy, procedures and guidelines regarding the safety of children as outlined in all related policies
- ◆ treat all children and young people with respect and take notice of their reactions to tone of voice and manner
- ◆ raise all concerns, issues and problems with their line manager as soon as possible
- ◆ make sure all allegations or suspicions of abuse are recorded and acted upon
- ◆ show confidentiality on issues or problems the child or young person is experiencing
- ◆ resolve disputes calmly
- ◆ refer to the Protective Practices guidelines held with this policy as Appendix 1

Will not:

- ◆ engage in rough physical games including horseplay
- ◆ physically restrain or grab any child unless a safety issue is involved
- ◆ use any inappropriate, abusive or threatening language or behaviour including name calling, swearing, yelling and gesturing
- ◆ hold, kiss, cuddle or touch children or young people in an inappropriate and/or culturally insensitive way
- ◆ make sexually suggestive comments to a child or young person, even as a joke
- ◆ do things of a personal nature that a child or young person can do for themselves, such as going to the toilet or changing clothes
- ◆ take a child to your home, or encourage meetings outside the program activity
- ◆ show favouritism or develop a 'special' relationship with a child or young person
- ◆ establish connections with current students other than at a professional level. Communications, where necessary, should be via school-endorsed technologies (e.g. School Letterhead, the School electronic portal). Social Networking sites are not School-endorsed and should not be used for communicating with students.
- ◆ consume alcohol at any function at which they have a duty of care. For events beyond normal school hours, the direction of the Principal is to be sought.
- ◆ as a parent of King's, use information or means, unavailable to other parents, to resolve a parental issue.

Staff should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times. Staff should raise all concerns, issues and problems with the Principal or relevant Director.

In the event of a breach of the Code of Conduct, a grievance or complaint may arise from a student, staff member or parent (see Grievance Policies). If the basis for the grievance is upheld a range of responses may result, from performance review, formal warning to dismissal.

Reviewed October 2012