

Code of Conduct Policy

Policy Category:	2. Human Resources		Policy No.	# 2.05
Related Policies and Documents:	<ul style="list-style-type: none"> • Lutheran Education of Australia: Code of Ethics for Safe and Professional Relationships • Queensland Lutheran Schools Single Enterprise Agreement 2020 • St John's Lutheran School <i>Disciplinary Action, Misconduct & Underperformance Policy</i> 			
Approved By:	School Council	Date Approved:	20 th June 2024	
Version Control:	Version # 3.0 (June 2024)			
Review Period/Cycle:	Two-Yearly	Next Review Date:	June 2026	

GUIDING SCRIPTURE

If you love me, keep my commands (John 14:15).

PURPOSE

St John's Lutheran School seeks to ensure that each member of the school community (students, staff, parents, caregivers, volunteers, independent contractors, agents and work experience personnel) enjoys a safe, healthy and respectful workplace.

This *Code of Conduct Policy* makes explicit the practices that are needed to build a school community that is safe for all and are characterised by the highest level of ethical and professional behaviour.

The St John's Lutheran School *Code of Conduct Policy* is aligned with the *LEA Code of Ethics for safe and professional relationships* and the *Queensland Lutheran Schools Single Enterprise Agreement 2020*.

SCOPE

The St John's Lutheran School *Code of Conduct* applies to all staff (full-time, part-time, contract, casual, and temporary), School Council members, support service personnel (e.g. contractors), preservice teachers / TAFE students and P&F Executive for the duration of their employment or engagement with St John's Lutheran School.

POLICY STATEMENT

The St John's Lutheran School *Code of Conduct Policy* provides a clear statement of principles and expectations for behaviour based on the values that we adhere to and promote and provides a basis to inform and guide ethical conduct and decision-making.

Our Mission Statement affirms that "*our school community is committed to providing quality education which endeavours to prepare children for the future in a caring supportive Christian environment*".

All staff must commit and adhere to the organisation's *Code of Conduct*.

CODE OF CONDUCT (STAFF)

Vision Statement

Our vision for learning in the 21st Century that values Faith, Friendship and Family while focussing on Relationships, Responsibility, and Results.

Mission Statement

Our school community is committed to providing quality education which endeavours to prepare children for the future in a caring supportive Christian environment.

Values

St John's Lutheran School Values underpin our whole school approach and incorporate the Lutheran Education Australia "Lifelong Qualities for Learners". The school has adopted the *Seven C's* as a guide for our school community to live by:

Christ – We ask, "What would Jesus do?"

Co-operation – We co-operate with others.

Communication – We communicate in socially acceptable ways.

Courtesy – We use good manners in all situations.

Consideration – We respect the feelings and property of others.

Care – We care for ourselves, others and our world.

Christian Leadership – We serve, help and encourage others.

Our Christian ethos and values guide how we behave toward each other, our students, parents and the wider community. These values are what we stand for and we will bring these values to life in everything we do.

Behaviour Expectations

(LEA Code of Ethics for Safe and Professional Relationships)

Love

In response to God's love for us, we demonstrate the same kind of love for others

Therefore we:

- uphold and promote the Lutheran Christian ethos, both in and beyond the school
- demonstrate grace, forgiveness, and compassion in our relationships with others, particularly in critical areas of school life, such as pastoral care, behaviour management, resolution of conflict and management of complaints
- are courteous, caring, kind and respectful in our words and actions, both at school and at school functions
- develop positive relationships, based on trust, honesty and diplomacy
- do not engage in sexual behaviour or sexual relationships with students
- take reasonable care to establish and maintain a working environment that minimises the risk of physical, mental and emotional harm to ourselves and others
- are vigilant in fulfilling duty of care responsibilities.

Justice

ST JOHN'S LUTHERAN SCHOOL, KINGARROY

Through genuine concern and through developing a conscience for the rights and wellbeing of others, we act with fairness and consistency and respond to injustice with courage and integrity

Therefore we:

- are fair, consistent and just in our dealings with all students, parents and caregivers, colleagues and members of the wider school community
- maintain sensitive information with appropriate confidentiality and therefore refrain from discussing school issues or others' personal or professional problems in situations where the information may not be treated confidentially
- are aware of and fulfil the ethical, moral and legal responsibilities relevant to our position
- are truthful when making statements about our qualifications and competencies.

Compassion

We are open and responsive to the needs and concerns of others, and exercise the ability to reach out to and actively care for them

Therefore we:

- take notice of others' reactions to our actions, tone of voice and manner
- raise any concerns, issues, problems with the appropriate level of school management as soon as possible
- ensure all allegations and suspicions of abuse to young people are recorded and acted upon
- ensure that our personal behaviour does not contribute to inappropriate conduct by others
- ensure that any physical contact with a child is in response to the situation, the needs and wishes of that child, non-secretive and appropriate for the child's age, health and developmental stage
- are cautious, sensitive and respectful about making personal comments and asking personal questions when caring for students
- recognise that social relations between staff and students can be problematic.

Forgiveness

We pardon the wrongs others have done to us, seek pardon for the wrongs we have done to others and in doing so, focus on making a new start

Therefore we:

- deal proactively, openly and decisively with dysfunctional relationships and see them as opportunities for God to transform and heal
- accept our obligations to put damaged relationships right
- understand that genuine forgiveness can be a difficult process, but that it is a biblical imperative, made possible in the lives of people through the grace of God
- accept that at times our actions lead to consequences (including disciplinary action) and that these are not incompatible with forgiveness.

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Service

We give our love, time, energy, gifts in response to the needs of others and to make a difference in their lives, without expecting recognition or reward

Therefore we:

- put the needs of others ahead of our personal agendas
- do not seek recognition at the expense of professional objectivity
- consult with parents and caregivers when making decisions which have an impact on the education or wellbeing of a student
- respond to others' concerns in a timely and appropriate manner
- do not exploit our position for personal or financial gain
- ensure that personal or financial interests do not interfere with the performance of our duties.

Humility

We recognise and value the gifts and abilities of others equally to our own and therefore respect and learn from their experience

Therefore we:

- acknowledge and support the personal strengths, professional experience and diversity of colleagues
- demonstrate the ability and willingness to work effectively in teams
- make every effort to use constructive methods to manage conflict and differences of opinion in a spirit of collegiality, without blame and with respect for different opinions, strategies, practices and viewpoints
- give respectful feedback and accept feedback
- are aware of the role of other professionals, services and agencies that can assist us support students and their families, and know when to refer on.

Courage

We have the strength of heart and firmness of spirit to stand up for what is right and 'have a go' despite difficulties, uncertainty and setbacks

Therefore we:

- use constructive action and appropriate forums to debate issues and to bring about change
- challenge negative interpersonal behaviours and use appropriate processes to deal with them
- protect students and colleagues from intimidation, humiliation and harm
- seek advice, support and assistance when we are facing personal challenges.

Hope

We place our trust and faith in God's provision of the things we need to handle all kinds of situations and events, and look forward with trust and confidence

Therefore we:

- appreciate that all interactions are opportunities for the Holy Spirit to work
- actively seek to develop our personal resilience.

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Quality

In every task, every relationship, every interaction we strive always to use our gifts, abilities, skills and talents to bring about the best outcome

Therefore we:

- create and maintain safe, healthy environments which enable learning, development, engagement, initiative, self-worth and resilience
- are committed to, and model, highly professional conduct and best practice
- conduct ourselves in a manner that is consistent with the responsibility to be a positive role model to children and as a representative of our school
- present the school in a positive light to the community.

Appreciation

We recognise and value highly the gifts and blessings given to us and surrounding us

Therefore we:

- recognise and value the gifts and talents of others
- celebrate the positive aspects of our work environment
- provide support for one another
- value and care for school property and other physical assets.

Queensland Lutheran Schools Single Enterprise Agreement 2020 commitment for employees:

Lutheran Ethos

All employees in Lutheran schools are required to carry out their responsibilities and duties in accordance with the teachings of the Lutheran Church Australia. In particular, this means recognising that Lutheran schools, as agencies of the Lutheran Church, exist to provide a special ministry and mission to the people of Australia, that all teaching and learning in them is informed and sustained by the Word of God, and God's love and forgiveness govern the life of each school.

The document 'The Teacher in a Lutheran School' and any replacement document prescribes in part that besides being qualified and competent educators, teachers will be people committed to the Christian faith, willing to identify with, uphold and promote the Lutheran ethos of the school and willing to model behaviour which positively reflects their commitment to this ethos.

Employees of Lutheran schools undertake to meet the theological training (LEA Accreditation) requirements as prescribed by the Board for Lutheran Education Australia. These requirements will be clearly stated in the letter of offer of employment and be at the expense of the school and delivered within working hours where possible.

Statement of Commitment

ST JOHN'S LUTHERAN SCHOOL, KINGARROY

This *Code of Conduct* confirms the commitment and outlines the expectations of all staff of St John's Lutheran School and is designed to promote a culture of fair, respectful and ethical behaviour.

St John's Lutheran School treats breaches of this *Code of Conduct* seriously. Any breaches of the Code will be investigated, with any actions taken in accordance with the School's *Disciplinary Action, Misconduct and Underperformance Policy*.

"I have read, understood and agree to act in accordance with the expected behaviours contained in this Code and agree to put into action the commitments made in this Code".

Name: _____ Signature: _____

Position: _____ Date: _____

<p>Communication of this Policy</p>	<p>The St John's Lutheran School <i>Code of Conduct Policy</i> shall be communicated to all staff via the <i>Staff Information Handbook</i>, to School Council members via the <i>School Council Member Induction Booklet</i>, on the school intranet, and during staff, support service personnel, Prac student and volunteer induction sessions.</p>
<p>Changes to Policy since last version:</p>	<p>No changes after review.</p>