



# Staff

# Code of Conduct



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# Vision, Mission and Core Values

## Vision

Our Vision at Dale Christian College is to offer affordable, quality education within the framework of a Christ-centred Biblical Worldview. We strive to equip our students with skills and strong values that encourage them to pursue excellence in all areas.

## Mission

Every student at Dale Christian College will clearly hear the claims of Christ in their life through management, curriculum, and teaching practices and see the love of God at work in the College community.

## Core Values

At Dale Christian College, we focus on digging wells of wisdom and truth instead of building fences of exclusion. As staff, we pledge to infuse Christian principles into our activities and educational approaches, aiming to illuminate Christ's light in our community by practically embodying our core values.



### Honoring God and the Bible

- We commit to centering our practices and teachings on a Christ-focused biblical worldview. Our reverence for God and His Word permeates our daily devotions and curriculum. We work towards cultivating a community that seeks to Glorify God in all things.  
*"Love the Lord your God with all your heart and with all your soul and with all your strength." (Deuteronomy 6:5)*



### Respect: Others & Ourselves

- Respect is crucial in our college community, mirroring God's view of each individual as His beloved creation. Shown through courteous communication and acknowledging inherent value, we foster a Christ-centred, nurturing environment.  
*"So, in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets." (Matthew 7:12)*



### Stewardship & Responsibility

- We instill responsibility in our students through the care of College resources and personal belongings. Leadership roles and community service opportunities foster a sense of duty and environmental responsibility, aligning with our commitment to stewardship of God's creation.  
*"Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much." (Luke 16:10)*



### Justice & Mercy

- Our College maintains just rules and consequences, echoing Jesus' teachings of justice and mercy. We inspire students to pursue fairness and exhibit compassion in their interactions, cultivating a community that values both justice and forgiveness. Students are encouraged to act justly, love mercy, and walk humbly with God.  
*"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)*



### Pursuing Excellence

- At Dale Christian College, excellence transcends academics, focusing on personal growth in line with Christian teachings. We celebrate progress, embrace a growth mindset, and view mistakes as learning opportunities, encouraging efforts as if serving the Lord.  
*"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving." (Colossians 3:23-24)*

## Purpose

Dale Christian College is committed to providing a child-safe environment that safeguards all students and promotes practices that ensure the safety, wellbeing, and welfare of our children and young people. All College community members, including staff, volunteers, students, visitors, board members, and contractors, share this commitment.

## Introduction

This Code of Conduct details the standards of behaviour expected of all employees of the College. It sets out general expectations of behaviour and gives examples of acceptable and unacceptable conduct.

## Definitions

**Child abuse:** Four forms of child abuse are covered by WA law and are defined by the Department of Communities:

1. **Physical abuse:** Severe and/or persistent hurt or injury by an adult or caregiver.
2. **Sexual abuse:** Inappropriate sexual activity involving a child, including bribery, coercion, threat, exploitation, or violence.
3. **Emotional abuse:** Psychological abuse and exposure to family and domestic violence.
4. **Neglect:** Failure to provide adequate food, shelter, medical treatment, supervision, care, or nurturance, leading to developmental damage or injury.
5. **Corporal Punishment:** Any physical force intended to cause pain or discomfort, including hitting or forcing a child to stay in an uncomfortable position. It does not include reasonable physical restraint to protect the child or others from harm.
6. **Degrading Punishment:** Any punishment incompatible with respect for human dignity, including belittling, humiliating, denigrating, scapegoating, threatening, scaring, or ridiculing a child.
7. **Grooming:** The use of manipulative and controlling techniques to establish trust and normalise sexually harmful behaviour with the aim of facilitating exploitation and avoiding exposure.

## Who Has to Comply with the Code of Conduct?

All employees, volunteers, visitors, board members, and contractors are expected to comply with this Code. Breaches of the Code will result in accountability measures.

**This revised Code of Conduct ensures compliance with the AISWA recommendations while maintaining the comprehensive guidelines established by Dale Christian College.**

## Principles of the Code of Behaviour

### Principle 1: Employee Expectations

As an employee, you must be familiar with the College's policies and procedures, including relevant legislation. You are expected to:

- Perform your duties to the best of your ability and be accountable for your performance.
- Follow reasonable instructions given by your line co-ordinator or their delegates.
- Comply with lawful directions.
- Act professionally and improve your knowledge and skills through relevant professional development.
- Act honestly and in good faith in fulfilling your duties.
- Be courteous and responsive in dealings with colleagues, students, parents, and the public.
- Work collaboratively with colleagues.
- Ensure your conduct, during or outside working hours, is consistent with the ethos of the College and does not damage its reputation.
- Dress professionally as appropriate for your role.
- Inform the Principal if you are charged with or convicted of a serious offence or become the subject of a Violence Restraining Order.
- Report serious crimes committed by colleagues to the Principal, who may inform the police and relevant authorities.

### Principle 2: Good Teaching Practice

As a professional teacher, you are expected to:

- Provide quality teaching that is appropriate for your students, recognising their diversity and helping them equally.
- Collaborate with colleagues and carers of students, responding appropriately to concerns.
- Maintain a safe classroom environment and regularly review and comply with College policies.
- Maintain regular communication with parents and work cooperatively with colleagues.
- Differentiate lessons to cater for all learners and show no favouritism, bias, or prejudice.
- Review College policies regularly and make every effort to comply with them.

### Principle 3: Respect for People

All staff should:

- Safeguard and promote the welfare of students and other staff.
- Treat each other respectfully and courteously, reflecting positively on the College's reputation.
- Present themselves as appropriate role models, demonstrating effective leadership and respect.
- Avoid rude behaviour, including verbal and non-verbal aggression and harassment.

#### **Principle 4: Duty of Care and WHS**

Staff have a duty of care to:

- Protect students from reasonably predictable risks of harm.
- Provide adequate supervision and ensure the safety of grounds, premises, and equipment.
- Implement strategies to prevent bullying and provide or seek medical assistance as needed.
- Comply with the College's Duty of Care, Excursions, Interschool Sport, and Exchange Programs policies.
- Take care of their own health and safety at work and not expose others to risk.
- Be punctual to class and supervision duties and actively supervise designated areas.

#### **Principle 5: Maintain Professional Relationships between Employees and Students**

Staff must:

- Treat students with courtesy and respect.
- Promote the safety, welfare, and well-being of children and young people.
- Prevent harm and support those who have been harmed.
- Understand and observe the College's Child Protection Policies.
- Avoid being alone with a student in an enclosed space and ensure meetings with students are open when possible.
- Not have romantic or sexual relationships with students.
- Use appropriate language and avoid sarcasm, derogatory remarks, or offensive comments.
- Report any concerns about grooming behaviour or inappropriate student relationships.

#### **Principle 6: Appropriate Use of Electronic Communication and Social Networking Sites**

Staff must:

- Use electronic communication facilities responsibly and professionally.
- Comply with the College's policies on Computer and Internet Usage, Use of Equipment, and social media.
- Never use the College's networks to view, upload, or circulate inappropriate materials.
- Avoid inviting students to personal social networking sites or accepting their invitations.

#### **Principle 7: Use of Alcohol, Drugs, or Tobacco**

Staff must:

- Not attend work under the influence of alcohol, illegal drugs, or non-prescribed substances.
- Not consume alcohol, illegal drugs, or non-prescribed substances while at work or during College functions where students are present.
- Not smoke on College premises or at College functions.
- Report colleagues affected by drugs or alcohol to the Principal.

**Principle 8: Identifying and Managing Conflicts of Interest**

Staff must:

- Act in the best interests of the College.
- Report any potential or real conflicts of interest to their line co-ordinator or Principal.

**Principle 9: Declaring Gifts, Benefits, or Bribes**

Staff must:

- Exercise sound judgment when accepting gifts or benefits to avoid compromising their position.
- Report any offers of bribes to the Principal immediately.
- Report significant gifts to the Principal, who will determine how they should be treated.

**Principle 10: Communication and Protecting Confidential Information**

Staff must:

- Maintain confidentiality and comply with the College's Privacy policies.
- Only use confidential information for work-related purposes and ensure it is secure.
- Avoid discussing personal information of colleagues or students with unauthorized persons.

**Principle 11: Record Keeping**

Staff are responsible for:

- Creating and securely maintaining accurate records of their activities and decisions.
- Capturing or storing records in the College's record systems.

**Principle 12: Copyright and Intellectual Property**

Staff must:

- Ensure they do not infringe the intellectual property rights of others.
- Seek approval from the Principal before using the College's intellectual property for private purposes.

## Code of Conduct Agreement

All paid and unpaid staff, including volunteers, interns, or trainees, are responsible for the safety and well-being of children and young people who engage with Dale Christian College WA. Staff are expected to:

### **I will:**

- Act in accordance with Dale Christian College's child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously, and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety, and well-being of all children in Dale Christian College.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe, and inclusive for all children and their families.
- Report objectively observable behaviour which breaches or is suspected of breaching this Code (other than those subject to mandatory reporting obligations) to the principal, a designated senior staff member or the chair of the school's governing body.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to Dale Christian College's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and well-being as required by Dale Christian College's risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with Dale Christian College's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by relevant legislation and by Dale Christian College's policy and procedure on internal and external reporting.
- Comply with Dale Christian College's protocols on communicating with children.
- Comply with relevant legislation and Dale Christian College's policies and procedures on record keeping and information sharing.

### **I will not:**

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to harm a child physically, sexually, or emotionally.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.



- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Dale Christian College's activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Dale Christian College's policy and procedure on reporting.
- Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

## **What Happens if I Breach the Code of Conduct?**

All alleged breaches of the Staff Code of Conduct will be subject to scrutiny and if substantiated, the person may be warned, suspended, or have their employment terminated. If the breach involves or is suspected to have involved grooming behaviour, the school is obliged to report this to the Director General of the Department of Education as a reportable incident. Any potentially illegal activity will be reported to the Police and appropriate actions will be taken by senior management.

- The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.
- Employees are required to report all objectively observable behaviour, the Code does not permit that, other than those subject to mandatory reporting obligations, to the principal, a designated senior staff member or the chair of the school's governing body. NB: If the prohibited behaviour is by the principal, then it should be reported to the chair of the governing body.
- Factors the school may consider when deciding what action to take may include:
  - The seriousness of the breach.
  - The likelihood of the breach occurring again.
  - Whether the employee has committed the breach more than once.
  - The risk the breach poses to employees, students, or any others.
  - Whether the breach would be serious enough to warrant formal disciplinary action.
- Actions that may be taken by the school in respect of a breach of the Code include management or remedial action, training or disciplinary action ranging from a warning to termination of employment. The school reserves the right to determine in its entirety the response to any breach of this Code. However, please note that in circumstances where a formal warning is issued to a staff member or their employment is ceased because of a breach that is suspected to have involved grooming behaviour, the matter is required to be notified to the Director General of the Department of Education, as a reportable incident.
- Section 42 of the Teacher Registration Act 2012 outlines the circumstances under which registered teachers are to be reported to the Teacher Registration Board of WA (TRBWA). Circumstances where a formal warning is issued to a teacher or their employment is ceased because of a breach of the Code of Conduct that is suspected of having involved grooming behaviour, fits within the requirements of s.42, as well as being a reportable incident to the Director General of the Department of Education.

## What Do I Do if I See Someone Breach the Code of Conduct?

- Act to prioritise the best interests of children.
- Take action promptly to ensure that children are safe.
- Promptly report any concerns to the school's designated person (this designated person needs to be identified by either name or role title; there may be more than one person quoted).
- Follow Dale Christian College's policies and procedures for receiving and responding to complaints and concerns, reports and allegations.
- Comply with legislative requirements on reporting if relevant and with Dale Christian College's policy and procedure on internal and external reporting.

Dale Christian College will not tolerate victimisation or other adverse consequences that are directed towards any person who makes such reports in good faith.

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### Staff Declaration

I have read, understood, and agree to abide by the Code of Conduct and policies mentioned herewith during my employment with Dale Christian College, WA. I understand that breaches of the Code of Conduct may lead to disciplinary action or termination of my employment.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Office**

**Date Received:** \_\_\_\_\_

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