



The Coast Christian School
a ministry of Coast Community Church

The Coast Christian School

CODE OF CONDUCT FOR ALL EMPLOYEES

This Code of Conduct applies to all employees of the School whether employed on a permanent, temporary or casual basis.

At The Coast Christian School we strive to provide a positive, safe, caring and supportive environment that focuses on the needs and emotional well-being of all staff and students. We are urged to all “walk worthy of the calling with which (we) are called...” (Ephesians 4:1-3) in order that Christ be glorified and that we be living examples of Christ to the School and local community.

The Staff Code of Conduct aims to foster a whole school climate where personal responsibility and self-discipline are developed. This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of an employee’s work. The Code of Conduct clarified the standards of behaviour that are expected of TCCS staff in the performance of their duties. It gives guidance in areas where staff members need to test whether a course of action is appropriate or not.

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 thankful to work and where God is honoured.

Some of the requirements that come under the Code of Conduct are also the subject of specific provisions of various Legislative Acts. If there is any conflict between the Code and the provisions of an Act or Regulation, the provisions of the Act or Regulation will prevail.

By accepting employment with the School, you must be aware of and comply with this Code.

Therefore you must:

1. Conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the School;
2. Comply with the School’s policies and procedures;
3. Act ethically and responsibly; and
4. Be accountable for your actions and decisions.

Contractors, consultants and volunteers working with the School must be aware of this 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 this Code may result in the engagement of a contractor, consultant or volunteer being terminated.

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

WHAT HAPPENS IF I BREACH THE CODE OF CONDUCT?

1. The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.
2. Employees should report possible breaches by colleagues to the Principal. If the possible breach is by the Principal then it should be reported to the Board Chair.
3. 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, and
 - 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 will reserve the right to determine in its entirety the response to any breach of this Code.

WHAT IS EXPECTED OF YOU AS AN EMPLOYEE AT TCCS?

As an employee, you should be aware of the School'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 the Principal.

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 TCCS employee, you are expected to:

- i. perform your duties to the best of your ability and be accountable for your performance;
- ii. follow reasonable instructions given by a supervisor;
- iii. comply with a lawful directions;
- iv. carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development;
- v. act honestly and in good faith in fulfilling your duties;
- vi. be courteous and responsive in dealing with your colleagues, students, parents and members of the public;
- vii. work collaboratively with your colleagues;
- viii. be mindful of your duty to the safety of yourself and others; and
- ix. ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the School and does not damage the reputation of the School.

As a result, TCCS employees will:

1. REPORT CONCERNS ABOUT EMPLOYEE CONDUCT

- 1.1 All employees are required by law to inform the Principal if they are charged with or convicted of a serious offence (those punishable by 12 months or more in gaol). You must also inform the Principal if you become the subject of an Apprehended Violence Order.

1.2 If, through your employment with the School, you become aware of a serious crime committed by another person, you are required to report it to the Principal, who may be required to report it to the police.

1.3 As a TCCS employee, you must report to the Principal:

- Any concerns that you may have about the safety, welfare and well-being of a child or young person; (For guidance on reporting please see the TCCS Child Protection Policy – Mandatory Reporting).
- Any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people; (For guidance on reporting please see the TCCS Child Protection Policy – Reportable Conduct).
- Any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you; (For guidance on reporting please see the TCCS Child Protection Policy – Reportable Conduct).
- 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
- If you become the subject of allegations of 'reportable conduct' whether or not they relate to your employment at the School.

** Please see also the Child Protection Code of Conduct included in the TCCS Child Protection Policy.

2. SHOW RESPECT FOR OTHER PEOPLE

2.1 TCCS expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the School's reputation. 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.

2.2 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 staff and students can have a profoundly positive influence on their personal and social development.

2.3 It is important for you to treat your colleagues, other employees, contractors, students and parents with respect. Bullying or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other employees, contractors, students and parents is unacceptable. 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.

2.4 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent on a number of grounds including; sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or sexual orientation or gender identity. Such harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977. In addition, you must not harass or discriminate on the grounds of political or religious conviction.

2.5 If you believe you or any employee, contractor or volunteer is being treated in a discriminatory or harassing manner, it is your obligation to report the behaviour to the Principal.

2.6 You must not make unfounded complaints with malicious, frivolous or vexatious intent against another employee, contractor or volunteer.

2.7 The Principal will take reports of discrimination, harassment and bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred. This may include disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.

3. EXERCISE OUR DUTY OF CARE

3.1 As a TCCS employee, 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. Duty of care to students applies during all activities and functions conducted or arranged by TCCS where students are in the care of TCCS employees. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

3.2 You should ensure that you are aware of the TCCS Supervision Policy, Child Protection Policy and Work Health and Safety Policy.

3.3 Considerations of safety relate to both physical and psychological well-being of individuals.

3.4 Duty of Care 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 School;
- 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 School; and
- taking reasonable care for the health and safety of yourself and others at the workplace and cooperate with the Principal, so far as reasonably practical, to enable compliance with the WHS legislation.

4. MAINTAIN PROFESSIONAL RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

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

4.2 While not all employees are required to manage and supervise students, it is important for all TCCS employees to understand and observe the TCCS Child Protection Policy.

4.3 In maintaining professional staff-student relationships, all TCCS staff members will:

- 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 will do your best to ensure that this is in an open space and in view of others. Where this is not possible or practical you should discuss this with your Supervisor and/or the Principal;

- Never drive a student in your car unless you have specific permission from the Principal to do so. In the event of an emergency you should exercise discretion and report the matter immediately to the Principal;
- Consider the time and venue carefully before conducting a private conversation with a student. If this conversation must occur indoors, it is preferable to leave the door open. Do not locate yourself between the student and the door;
- Not take items, such as hats or mobile phones, directly from students unless a concern exists for the safety of the students or others and your own safety is not jeopardised by this action. It is preferable to ask the student to hand the item to you;
- Not impose physical punishment on a student in the course of your professional duties;
- Exercise caution when physical contact with a student is a necessary part of the teaching/learning experience. You will 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;
- Ensure that all adult toilets at TCCS are kept locked at all times;
- Not access student toilets except in an emergency. If you must enter student toilets, send two students in before you and wait for them to return and advise you that no student is in the toilet area, prior to you entering the area;
- Take caution if required to attend to the toileting needs of a student. It may be appropriate to leave the door open, or to instruct the child from outside the toilet. For students with a disability the management of toileting needs should be included in the student's individual management plan. Parents/carers should be aware of this plan;
- Congratulate a student with a handshake, pat on the shoulder or back. A brief hug is acceptable only if the student has advised you that he/she is comfortable with this action. Kissing of students is not acceptable;
- Advise an injured or ill student of any intended touching. Seek their consent prior to touching; and
- Report and document any incident within which you have been required to physically restrain a student from harming him or herself or others. Ensure you only apply reasonable force and are in keeping with the School's behaviour management practices or individual student management plan.

TCCS staff members will not:

- ☞ Have a romantic or sexual relationship with a student. 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); and
 - b. The law prohibiting sexual relations between a teacher and their student under the age of 18 years.
- ☞ Develop a relationship with any student that is, or that can be misinterpreted as having a personal rather than a professional interest in a student.
- ☞ Enter into 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. To do so raises serious questions of conflict of interests, trust, confidence, dependency, and of equality of treatment. 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 School.
- ☞ Encourage a student who 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 the Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.

- 💡 Use inappropriate language when speaking with students. There is no place for sarcasm, derogatory remarks, inappropriate familiarity, offensive comments or sexually suggestive comments (even as a joke). You must always treat students with respect and without favouritism.
- 💡 Make personal comments about a student or ask 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.
- 💡 Invite students to your home, visit students at their home, attend parties or socialise with students unless you have an appropriate professional reason or have the express permission of the Principal and the student's parent or caregiver.
- 💡 Engage in tutoring or coaching TCCS students without the express permission of the Principal.
- 💡 Invite students to join your personal electronic social networking site or accept student's invitations to join their social networking site.

5. APPROPRIATELY USE ELECTRONIC COMMUNICATION

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

5.2 People sometimes respond too quickly or express their thoughts and feelings with undue frankness when using electronic communication. Avoid getting personal in electronic mail or in blogs, wikis or social networking sites. Remember, people can't hear the tone of your voice in an electronic message and you can easily be misunderstood, particularly if your message is provided out of its original context.

5.3 Appropriate use of electronic communication includes:

- Exercising good judgement when using electronic mail, following the principles of ethical behaviour;
- Using appropriate and professional language in electronic mail messages;
- Being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;
- Not sending messages that are harassing, defamatory, threatening, abusive or obscene;
- Not inviting students into your personal social network site or accept an invitation to theirs;
- Not using social networking sites to email or contact students;
- Remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- Reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

5.4 TCCS networking systems are never to be used to view, upload, download or circulate any of the following materials:

- sexually related or pornographic messages or material;
- violent or hate-related messages or material;
- racist or other offensive messages aimed at a particular group or individual;
- malicious, libellous or slanderous messages or material; and
- subversive or other messages or material related to illegal activities.

6. BE RESPONSIBLE IN OUR USE OF ALCOHOL, DRUGS AND TOBACCO

Work Health and Safety is of fundamental importance to TCCS. Maintaining a safe work environment requires everyone's continuous co-operation. You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and the use of such substances does not put at risk you or any other person's health and safety.

As a TCCS employee you must:

- not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- not endanger your own safety or the safety of any other person in the workplace by consuming alcohol, illegal drugs or non-prescribed and/or restricted substances at work;
- notify your supervisor if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- take action to resolve any alcohol or other drug related problems that you have;
- immediately notify the Principal if you are concerned about working with other employees who may be affected by drugs or alcohol;

ALCOHOL:

- not take alcohol to the School or consume it during school hours or at any school function at any time school students are present, including those events conducted outside school premises unless expressly permitted to do so by the Principal. A School function is any occasion organised by the school and/ or in the School's name, including dances, farewells, excursions, sporting fixtures and fund raising events.
- not purchase alcohol for, or give alcohol to, any student or person under the age of 18 years;
- not encourage or condone the use of alcohol by students of any age during educational activities;

DRUGS:

- not have illegal drugs in your possession while at work. Any illegal drugs found on School property or in the possession of any person on School property may result in disciplinary action including the termination of your employment and referral to the Police;
- not give students or other employees illegal drugs or restricted substances, or encourage or condone their use;
- not supply or administer prescription or non-prescription drugs to students unless authorised to do so;

TOBACCO:

- not smoke or permit smoking in any TCCS buildings, enclosed area or on TCCS grounds.
- not purchase tobacco or tobacco products for any student, child or young person, or give them tobacco or tobacco products.

7. IDENTIFY AND MANAGE CONFLICTS OF INTEREST

7.1 Personal views or 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 School.

As an employee, you must be objective and impartial, and be seen to be so. A conflict of interests can involve:

- pecuniary interests i.e. financial gain or loss or other material benefits
- non-pecuniary interests i.e. favours, personal relationships and associations.

It may not only be about your own interests. It may include:

- the interests of members of your immediate family or relatives (where these interests are known)
- the interests of your own business partners or associates, or those of your workplace
- the interests of your friends.

7.2 A conflict exists when a reasonably minded and informed person would form that view. When faced with a situation in which a conflict of interests may be present, you should report any potential or real conflict to the Principal. 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.

8. DECLARE GIFTS, BENEFITS AND BRIBES

8.1 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 judgement when offered a gift or benefit. It is important that the acceptance of a gift does not influence or be seen to influence your decision making.

8.2 You must never ask for gifts, benefits or money.

8.3 If you are offered a gift or benefit, you should always consider the value and purpose before making any decision about accepting it. A gift that is more than nominal value (e.g. \$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 School. You must declare this gift to the Principal who will determine how it should be treated and make a record of its receipt.

8.4 Accepting gifts and 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 School and its staff. You must not create the impression that any person or organisation is influencing the School or the decisions or actions of any of its employees.

8.5 If you are offered a bribe (i.e. anything to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal.

8.6 Sometimes an employee might, in the course of their work, win a prize of significant monetary value, such as a computer or camera, from another organisation. Prizes are usually considered the property of the School. If you win a prize you must advise the Principal who will determine how the prize should be treated and recorded.

9. PROTECT CONFIDENTIAL INFORMATION

9.1 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.

9.2 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 in the context of grievance resolution.

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

9.4 The media should not be given access to students or allowed entry to the School without the express permission of the Principal. You should not make any comments to the media about the School, students or parents without the express permission of the Principal.

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

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

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

10. RESPECT THE PRIVACY OF OTHERS

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

10.2 You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other School 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 School's work because of their expertise.

11. MAINTAIN APPROPRIATE RECORDS

11.1 All employees have a responsibility:

- i. to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and
- ii. to capture or store records in the School's records systems.

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

11.3 TCCS 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 School.

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

12. OBSERVE COPYRIGHT LAWS INTELLECTUAL PROPERTY RIGHTS

12.1 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.

12.2 Advice relating to sharing or licensing the School's intellectual property should be sought from the Principal prior to any arrangement taking place.

12.3 The School cannot give away or assign its intellectual property without the approval of the Principal.

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

12.5 You must not use the School's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.

13. DRESS APPROPRIATELY

13.1 TCCS employees have an obligation to dress appropriately and in a manner that:

- maintains respect;
- establishes credibility; and
- upholds the good reputation of the School.

13.2 TCCS employees must ensure their personal appearance and presentation are clean, tidy and appropriate for their work role and takes into account the particular circumstances of their job requirements, weather conditions and the nature of their teaching/learning activities.

13.3 When determining dress:

- Male employees are required to wear collared shirts subject to the exceptions listed below
- Employees should wear professional attire for formal school events such as attending meetings, parent/teacher interviews, presentation or award assemblies which require them to interact with the community as a representative of the School
- If employees are involved in sport and organised physical activities they are required to dress appropriately for their role in leading these activities.
- Employees must comply with relevant workplace health and safety regulations as they apply to apparel e.g. appropriate shoes, protective clothing, safety glasses and sun-safe attire when outdoors.
- Employees must not wear revealing clothes such as those exposing bare midriffs, strapless tops/dresses or clothes that may be construed as suggestive and/or offensive. Female staff are to be mindful of plunging necklines, gaping arm holes and short skirts and dresses.
- Employees must not wear inappropriate clothes such as singlets, t-shirts, tracksuits or rubber thongs (except for sport and organised physical activities), ripped or dirty clothes or clothes with inappropriate slogans e.g. advertising for tobacco and alcohol.

14. ABIDE BY THE STAFF LIFESTYLE AGREEMENT AND STATEMENT OF FAITH

Upon accepting an offer of employment at The Coast Christian School, all staff members are required to read, understand and sign their acceptance of the following:

Confirmation of Employment Conditions

I confirm that I have had the opportunity to read and seek advice regarding the above letter and the attached Statement of Faith. I accept employment on the terms and conditions set out. I warrant that I am capable of performing the requirements of the position and am not aware of any medical or other condition that would impair my performance of the role. I provide the assurances regarding child protection as specified above. I have retained a copy of this letter. In accepting this appointment I acknowledge that:

- i) The School bases its teachings and beliefs on the Bible, both the Old and New Testaments which the School regards as the inspired and inerrant Word of God. These teachings are expounded in many of the School's public and internal documents, both

printed and on the School's website and viewable by me as part of the appointment process.

- ii) These documents reflect the School's understanding of the lifestyle and values which I (as well as all other staff members of the School regardless of their role) are required (subject to the provisions of relevant equal opportunity/anti-discrimination legislation) to respect and maintain at all times and are to be understood as source documents, defining the School's doctrines, tenets, beliefs and teachings.
- iii) The School is an institution conducted in accordance with the doctrines, tenets, beliefs or teachings of the Christian religion and as a ministry of Coast Community Church and that the provisions in this letter are included in good faith to avoid injury to the religious susceptibilities of adherents of the Christian faith and the members of Coast Community Church.
- iv) It is an inherent, genuine occupational requirement that I:
 - (1) am required to conduct myself in a manner consistent with these principles and beliefs and in accordance with the Christian ethics of the School, as contained and interpreted in these documents, thus providing a specifically Christian role model and example to all students and others associated with the School.
 - (2) must not act in a way that I know, or ought reasonably to know, is contrary to the religious beliefs of the School. Nothing in my deliberate conduct shall be incompatible with the intrinsic character of the position.
 - (3) am required to regularly and frequently attend a Christian church and to regularly and frequently lead and support staff devotions and staff worship services held at the School.
- v) Acting contrary to the lifestyle requirements set out in this clause is likely to cause injury to the religious susceptibilities of members of the School community who adhere to the School's doctrines, tenets, beliefs and teachings.
- vi) Should I act contrary to the lifestyle requirements set out in this letter of appointment I may be approached by a representative of the School's Principal in a desire to achieve attempt restoration and/or provide counsel. Such actions may also result in disciplinary action and/or termination of employment.

Signed _____ Date _____

Schedule One - Statement of Faith

The Statement of Faith of the School is as follows:

We believe:

- The Bible is God's Word, inspired by Holy Spirit and without error. It is our sole authority and absolutely binding in all matters of faith and conduct.
- There is one holy God, existing eternally as Father, Son and Holy Spirit. He is the Creator of all things visible and invisible. Jesus Christ is the Son of God who became man through conception by the Holy Spirit and virgin birth and was without sin.
- The Holy Spirit convicts the world of guilt in regard to sin, righteousness and judgement.
- Satan is the originator of all evil and through him sin was introduced into the world after the fall of Adam and Eve. Man is, by nature and practice, a sinful creature and is unable, by any personal merit or works, to meet the standards of a holy God.
- In love, Jesus Christ voluntarily suffered the penalty of death by crucifixion for the sin of the whole world. He was buried and arose from among the dead on the third day, thus signifying God's acceptance of His sacrifice. He is now seated at the right hand of God. By personal faith in Christ one can know the complete forgiveness of sins, be reconciled to God, become a member of the family of God and receive eternal life. Those who do not accept Jesus Christ as Saviour will be separated from God eternally.
- Christ lives in every Christian's life by the Holy Spirit from the moment he is born again into God's family. The Holy Spirit guides, instructs and empowers the believer for godly living and service.
- The Lord Jesus Christ will return in person to receive all believers to himself and to set up his Kingdom. At that time all believers will be united with Him eternally. Then there will be a new heaven and a new earth in which God's sovereignty will be unchallenged.

As a Christian learning community, we hold the following Biblical values, and seek to promote these values among our families and students by the teaching and lifestyle of the Principal and Staff.

With God's help the Principal and Staff (including the teacher) should:

- (a) Give first priority in life to the one true God revealed in the Bible as three persons: Father, Son and Holy Spirit. - Matt 4:10; Matt 22:37; 2 Cor 13:14
- (b) Not worship material goods, popularity or power. - Mark 8:36
- (c) Seek to build up and edify and not use language that is blasphemous or unwholesome. - Ephesians 4:29
- (d) Be just and fair in all dealings with other people. Not discriminate in relationships against others because of race, beliefs, gender, disability or values. - Gal 3:28
- (e) Be willing to support families and to provide for family needs and to set apart time for God and relaxation. - 1 Tim 5: 18b; 1 Tim 2: 2b
- (f) Honour parents and those set in authority over us. - Eph 6: 1-3; Col 3:22

- (g) Respect the sanctity of life in all situations, love others as oneself and avoid actions, words or attitudes that will deliberately hurt others. Be compassionate, kind and quick to forgive where offences have occurred. - John 15:13; Matt 6: 12, Col 3:12
- (h) Respect the sanctity of marriage as a lifelong commitment, and ensure that sex only occurs within a monogamous marriage, rejecting divorce as an option to solving marriage difficulties except as allowed by the Bible, maintain fidelity in marriage, and ensure that sex occurs only within a monogamous marriage; and that we abstain from pre-marital sex, extra-marital sex and/or intimate emotional relationships outside of the marriage relationship, de-facto marriage and homosexual relationships. - 1 Thess 4:3; Heb 13:4; Gen 2:23-24; Mark 10: 7-9; 1 Cor 6: 9
- (i) Respect the property and good name of others and not steal their property or their reputation. - Eph 4; 31, 32; Matt 19:18
- (j) Speak truthfully and not lie or spread false or distorted information about others. - Col 3: 9
- (k) Abstain from anger, malice, filthy language, greed, lust, pornography, gluttony, drunkenness and banned substances. – Col 3:8, Rom 6: 11-14
- (l) Handle disputes or grievances in a God honouring and Biblical manner. - Matt 7: 1-5; James 4:11
- (m) Not adhere to teaching or promote any occult beliefs, values or practices, e.g. astrology, divination, eastern spiritualism, or mysticism, New Age beliefs or practices, or any other religious or cultish practices based on the above, and contrary to the Word of God. - Deut 18:10-12; Gal 5:19; Rev 21:8