



LAUNCESTON  
CHRISTIAN  
SCHOOL



# INFORMATION FOR (Teaching) APPLICANTS

**Created**  
January 1991

**Revised**  
January 2007; January 2013; October 2015, June 2016

## School Basis and Structure

Launceston Christian School is owned and operated by Launceston Christian School (Inc.). All Teachers are encouraged to apply for Membership or Associate Membership of the Association.

## Association Aims and Objects

(See also LCS Downloads - Constitution <http://www.lcs.tas.edu.au/parentsandstudents.php?id=32>)

- To establish and maintain in Launceston, Tasmania and districts a school or schools to provide daily Christian Education for children, based upon the divinely inspired, inerrant Word of God, as interpreted by the Three Forms of Unity and/or the Westminster Confession and an Educational Creed.
- Compliance with any law or status in force in Tasmania relating to the conduct and running of schools for the education of children.
- That the Association is not an ecclesiastical body nor shall it be subject to a denominational organisation.
- That all things have been created by God to the end that the Triune God may be glorified in and through them.
- That God has appointed the parents to be responsible for the training and education of their children to obtain the highest standard of education in order to fit them to take a worthy place as Christians in Church, State and Society.
- That the training and education of the children shall be continued under the parent's responsible supervision in a day school which carries out the basic God-honouring, God-centred program begun in the home.

## General

- The key object of the Association is that Launceston Christian School has been established and continues to operate to provide for children of committed Christians, education that is Christ-centred and God-honouring.
- The **Association** exercises its governance and the School is administered through the following structure:
- The **Association** consists of Members, who regardless of whether they have children attending the School or not, support the aims and objectives outlined above.

- The **Board of Directors** is the elected, representative executive of the Association. It governs major policy, financial, building and educational matters. Directors generally serve a three year term.
- The **School Principal** is appointed by the Board and is an ex-officio Member of the Board. The Principal is responsible to the Board for the day to day management and operation of the school.
- The **Head of Junior School** is responsible to the Board through the Principal and has special duties in providing educational, pastoral and administrative leadership in the Primary School (K-6).
- The **Head of Middle School** is responsible to the Board through the Principal and has special duties in providing educational, pastoral and administrative leadership in the Middle School (7-9).
- The **Head of College** is responsible to the Board through the Principal and has special duties in providing educational, pastoral and administrative leadership in the College (10-12).
- The **Director of Studies** is responsible to the Board through the Principal and has special duties in providing leadership and oversight of the curriculum, TQA accreditation matters and administration of the timetable (K-12).
- The **Business Manager** is responsible to the Board through the Principal for the efficient and effective management of compliancy, finance, property and non-teaching affairs of the School.
- Board **Committees** advise the Board on finance, education, building etc.
- Board **Sub-Committees** advise the Board on policy matters and report back to the Board in matters requested.
- The **Parents and Friends Association** is a supportive organisation within the school focussed on fundraising for special projects in the school. The P&F is made up of all Members of the Association plus all other interested persons. The P&F has its own Constitution but fall under the jurisdiction of the Board.
- The School is affiliated with Christian Education National (CEN). This body, with a national office in NSW, supports and coordinates Christian Schools, organises conferences and through its teacher's training arm (the National Institute of Christian Education) supports post graduate courses and other teacher development courses.

## School Vision Statement

- To glorify and honour God through Christ-centred education
- Motto - In Christ - Wisdom and Knowledge

## School Core Values

- To live in obedience to God
- To act with humility, integrity and fairness
- To work with creativity and diligence
- To encourage participation and teamwork
- To be trustworthy and accountable to one another

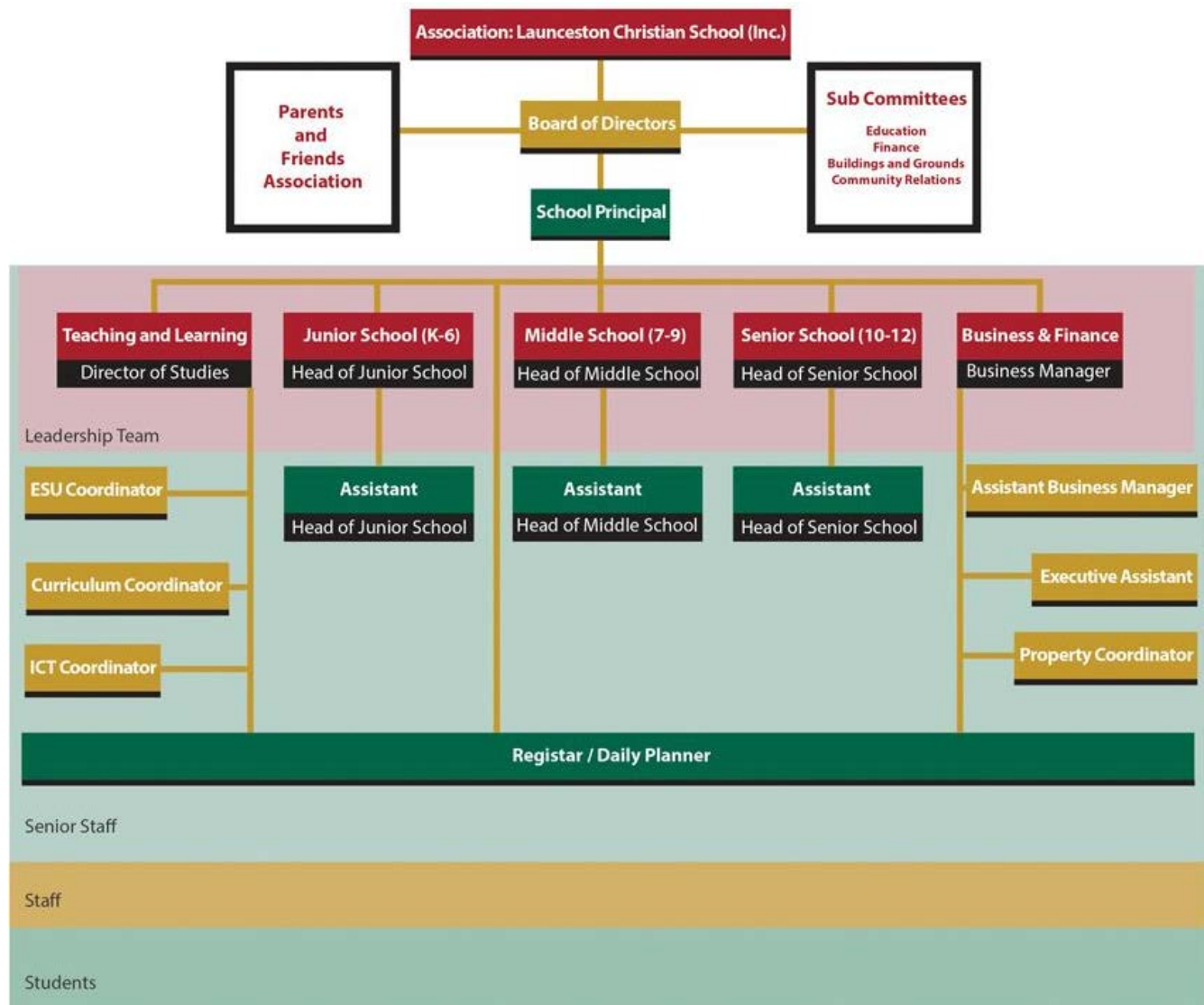
## Campus Map



## School Contact Details

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## School Structure



## **THE OFFICE OF TEACHER**

The chief duty of the Teacher is to promote Christian academic excellence, teaching every subject from its particularly distinctively Christian presuppositions, so that the children learn to see all disciplines from a Biblical perspective.

The GOAL OF ACADEMIC EXCELLENCE is a corollary of having a Christian perspective on education. Academic excellence can only be achieved where the children are attentive, obedient and industrious. To this end the Teacher must:

- Keep order, apply policies of discipline based on Scriptural principles.
- Motivate, enthuse and inspire the pupils by being well prepared, interesting, stimulating and godly.
- Model behaviour, speech and attitude which truly reflect Christ.
- Maintain close supervision of all assignments, frequently assessing and correcting, demanding punctuality, neatness, an honest and sincere effort, and goals of high standards.
- Keep parents accurately up to date on their child(ren)'s progress, personally in writing.

DISTINCTLY CHRISTIAN PERSPECTIVES on all subject areas can only begin to be achieved where, depending constantly on the help and illumination of the Holy Spirit, teachers are prepared to spend considerable time and labour seeking to divest themselves of innate and acquired humanistic and other anti-Christian attitudes and philosophies. To this end, teachers must build on past achievements in this School and elsewhere, availing themselves of every form of assistance, such as books, library resources, the services of specialist organisations and discussion groups etc., newsletters, journals, periodicals, tapes, conferences, seminars, sub-committee meetings of our own Association. Every effort must be made to conserve and improve the fruits of these labours to transmit them to newly appointed Staff, and to disseminate them among the Parents and the wider Christian Community

## **THE ROLE OF TEACHER**

The Christian Teacher stands in loco parentis to the children in those areas delegated by the parents. A good Christian School should therefore reflect the atmosphere of a real Christian home. The Teachers must see that the children obey, respect and honour them. The children are to be loved and respected as individuals. They need to be encouraged and emotionally supported as well as be corrected, admonished, rebuked and chastised when necessary.

Christian Teachers must always be mindful that their personal standards and behaviour are continually being watched by the children as a model. The teacher must not be a stumbling block in speech, dress, manner and attitudes.

Because the child is in the teacher's care for most of the day, the Teacher (like the Parent) must be ready to wisely, sensitively and appropriately minister where spiritual needs become manifest. Teachers, as with all believers, are to speak a word in season and out of season, though remembering that their specialised calling is not that of being evangelists or pastors. Thus it is not their role to arrange special endeavours and programs designed expressly to evangelise the children and secure conversions. However, it ought to be recognised that situations and circumstances will constantly arise when children ought to be encouraged to make their own personal commitment to Jesus Christ as Saviour and Lord.

## **PHILOSOPHY OF EDUCATION**

Launceston Christian School is an independent, parent-controlled School offering a Christian curriculum that is State-accredited, designed to provide a quality education at Kinder - Year 12 levels.

The concepts in the School's Educational Creed serve as the foundation and theological frame of reference for our educational philosophy.

Man was created in the image of God, and even though the fall has comprehensively marred this image our children are of great worth.

We believe that students vary as to inherent and acquired capabilities and that these differences must be reflected in the education enterprise.

## **OBJECTIVES OF THE PHILOSOPHY**

To promote Christian academic excellence and to provide opportunities for the children to realise and develop their God-given talents while enriching the spiritual, moral, social, intellectual, physical and aesthetic dimensions of their lives to the glory of God.

To provide opportunities for Christian citizenship training and character development for effective participation in family, church and society, according to the Scriptures.

To support the home and church in encouraging the students to understand their covenantal responsibilities to the Triune God who is their creator, sustainer, redeemer and judge, responding in loving obedience to Him, continually repenting and believing the Gospel.

To lead students into a distinctively Christian lifestyle and witness in the world, and to prepare them to think through their obligations as Christians in new situations.

## TEACHING DOCTRINAL STANDARDS

Teaching at Launceston Christian School is to be based on the divinely inspired, inerrant Word of God, as interpreted by the Belgic Confession, The Heidelberg Catechism, The Canons of Dordt and/or the Westminster Confession.

It is recognised that the first three of these are not widely known and that some Christians are not familiar with the Westminster Confession. The Constitution requires that Teaching Staff not teach anything contrary to the objects of the Association as defined in Clause 4 of the Constitution. In fact by signing the employment agreement, Teachers acknowledge this Constitutional requirement.

The Board is conscious that not all Teachers are sufficiently familiar with the Confessional Standards to not (unwittingly) violate this requirement. This is no slight on the Teaching Staff, it is a fact of life that our teachers are drawn from a wide variety of denominations.

To assist teachers in determining what is in harmony with the objects of the Association and what is permissible to be freely taught in the School, the Board has prepared a summary of doctrines with which most Christians would be in agreement:

1. The Holy Scriptures were originally given as inspired and without error, and the only infallible and authoritative Word of God.
2. There is one sovereign God, eternally existent in three Persons, Father, Son and Holy Spirit.
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death on the Cross, in His bodily resurrection, in His ascension to the right hand of the Father, in His mediatorial work and in His personal return in power and glory.
4. Sinfulness and guilt is universal to all mankind since the Fall, rendering man subject to God's wrath and condemnation.
5. Salvation of lost and sinful man, redemption through the blood of our Lord Jesus Christ and regeneration by the Holy Spirit are absolutely essential.
6. Salvation is by grace alone through faith in our Lord Jesus Christ, and the outworking of this salvation is a daily walking in the Spirit in submission to the Lordship of Christ.
7. There will be a resurrection for both the saved and the lost: those that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation.
8. There is spiritual unity in our Lord Jesus Christ between believers. Believers comprise the Church which is His Body, to which He has given gifts both corporately and individually.



9. However, the following doctrines are ones in which we recognise there are various different interpretations. So as to avoid any possibility of division and dissension, it is School policy that Teachers refrain from teaching their own particular interpretations in these areas of doctrine. These areas of doctrine are:
- a. the mode and time of Baptism.
  - b. different views on the Second Coming.
  - c. the extra-ordinary Spiritual Gifts.

In most areas of the curriculum, teachers are simply expected to refer students to their parents and their own local churches for instruction should these doctrines arise in the course of a lesson.

It is nevertheless acknowledged that, in Year 11/12, views of the Second Coming may be directly pertinent to the application of a Biblical worldview in some courses. Where this is the case, teachers may deal with different views on the Second Coming seeking at all times not to promote any particular interpretation or denigrate any Confessional understanding of the Second Coming.

Furthermore it is acknowledged that there are differing views among Christians with regard to the length of the Creation days. This has direct relevance to student understanding in subjects such as history and geology. When relevant topics are addressed, teachers are expected to treat the opposing views with respect for whichever view is held, with sensitivity, not to impose any particular view and with balance in presenting both views.

However when teaching about the origin of the universe and the beginning of life it is understood that teachers will not promote any theory that is inconsistent with the key understandings outlined in the statement of Shared Creation Truths below:

## **Shared Creation Truths**

We affirm with Article 2 of the Belgic Confession that God has made Himself known most clearly through His Word but also through His works of Creation and Providence.

*We know God by two means:*

*First, by the creation, preservation, and government of the universe, since that universe is before our eyes like a beautiful book in which all creatures, great and small, are as letters to make us ponder the invisible things of God: God's eternal power and divinity, as the apostle Paul says in Romans 1:20.*

*All these things are enough to convict humans and to leave them without excuse.*

*Second, God makes himself known to us more clearly by his holy and divine Word, as much as we need in this life, for God's glory and for our salvation.<sup>1</sup>*

Therefore when we study the history of creation we understand that:

*God is the author alike of the volume of inspiration, and of that other volume whose leaves are the strata of the earth's crust; and therefore we may rest assured that the real teaching of the one volume will not contradict that of the other. There may, indeed, on man's part, be mistakes, on the one hand, in interpreting the language of Holy Scripture, and, on the other hand, in mastering the lessons which are taught in God's rocky volume of geology; and these mistakes may give rise to apparent contradictions and discrepancies. Such contradictions and discrepancies, however, are only apparent; and, as the science of geology advances, and correct principles of interpreting the Word of God prevail, the difficulties gradually melt way, and often completely disappear.<sup>2</sup>*

Accordingly, we understand that while "apparent contradictions and discrepancies" may cloud our understanding of aspects of creation's history there are fundamental truths, which underpin the curriculum of our School namely:

- **God created all things.<sup>3</sup>**
- **God created the earth using six days.<sup>4</sup>** We recognize however that there is a difference in understanding among Christians with regard to the length of God's creation days.
- **God created living creatures, according to their own kind.<sup>5</sup>** While we acknowledge that the theory of evolution through natural selection may assist in explaining how populations of organisms survive environmental change we do not accept that it offers any explanation as to how new forms of life arose on the Earth.
- **Adam and Eve were the first humans.<sup>6</sup>** Adam and Eve were distinct from the rest of creation in that they were created in the Image of God; they were created morally upright and were given dominion over the creation.
- **Satan used a serpent as a mouthpiece to deceive Adam and Eve and lead them into disobedience.<sup>7</sup>**
- **As a consequence of this disobedience of Adam and Eve our first parents, all mankind lost communion with God and came under His wrath and curse.<sup>8</sup>**

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<sup>1</sup> Belgic Confession Article 2: <http://www.crcna.org/welcome/beliefs/confessions/belgic-confession>.

<sup>2</sup> Kelman, 1869, *The Sabbath of Scripture*, quoted in Lee, 1974, *The Covenantal Sabbath*, Appendix VI, [http://www.the-highway.com/Covsab\\_Appendix\\_VI.html](http://www.the-highway.com/Covsab_Appendix_VI.html).

<sup>3</sup> Genesis 1:1,

<sup>4</sup> Genesis 1: 3 – 31,

<sup>5</sup> Genesis 1: 11, 20 – 25.

<sup>6</sup> Genesis 1: 26 – 27.

<sup>7</sup> Genesis 3: 1 -7.

Accordingly we are liable to suffer misery and toil in this life and we are subject to death.

- **Nevertheless God has graciously made a way of redemption and restoration through the atoning work of our Saviour Jesus Christ.<sup>9</sup>**

Furthermore, in the history of the Earth between the creation of Adam and Eve and the birth of Jesus Christ:

- **Noah and his family were the only human survivors of the Flood which was God's judgment on the wickedness of the world at that time.<sup>10</sup>**
- **Jesus Christ was born to the house of Israel according to God's promise and faithfulness; the Israelites being descended from Abraham, who was descended from Shem, from Noah and from Adam through Seth.<sup>11</sup>**

## **STAFF ADVICE: CRITERIA AND EXPECTATIONS**

- Launceston Christian School expects that all staff will maintain a practice of their expressed faith by regular worship and in their everyday lifestyle.
- Within the School, Christian love should pervade all of one's interaction with fellow staff, with students and with parents.
- Teachers are expected to maintain the competent scholarship exhibited on appointment and an ongoing program of personal professional development, especially, though not necessarily solely, in teaching from a Christian/Biblical perspective.
- Active involvement in curriculum and teaching-method development is an ongoing expectation.
- Attendance at intrastate seminars arranged for Christian School Staff is mandatory.
- Thorough preparation of lesson plans, prompt and careful marking of assignments and homework and the communication of any necessary information fully and clearly to students and parents is an essential part of the teaching/learning process.
- A punctual and regular observance of School attendance hours, duty rosters, submission of returns and other administrative matters will epitomise the fully professional Christian teacher.

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<sup>8</sup> Westminster Confession of Faith, Chapter VI, <http://www.pcaac.org/wp-content/uploads/2012/11/WCFScriptureProofs.pdf>, p26. Confirmed by Genesis 3: 8, 10 and 24, Ephesians 2: 2 - 3, Galatians 3: 10 and Romans 6: 23.

<sup>9</sup> Westminster Confession of Faith, Chapter VIII, [ibid](#), p 34. Confirmed by Romans 3: 20 -22, Galatians 3: 21 – 22 and 1 Timothy 2: 5 – 6.

<sup>10</sup> 2 Peter 2: 5

<sup>11</sup> Luke 3: 23 – 38

- Extra-curricula support for the School through leadership, coaching or performance activities in such areas as drama, music or social functions, team coaching, excursions and camping activities is part of the normal role of the dedicated teacher.
- Support for the whole School by attendance at general meetings of the Association, the P & F and other committees, as well as at Parent/Teacher Meetings, is expected.
- Respect for and loyalty to the aims and policies of the School, together with a willingness and desire to work whole-heartedly toward the achievement of those aims, is an essential characteristic of Christian School teachers. The Board strongly recommends that Teachers become either full Members or Associate Members of the Association.
- The observance of high standards of dress and personal presentation is expected.
- Consideration for the staffroom and classroom environment of other staff in order that no one will create pressures for fellow staff, is important. Rather, we must help to carry our Christian fellow's burden.
- All Teachers, irrespective of title or role, will be required to participate in a system of performance appraisal, the regularity and nature of which will be detailed later.

## **LCS Staff Code of Conduct (Adopted and Introduced in July 2007)**

All members of staff at Launceston Christian School work and minister in the name of Christ. As employees they formally undertake to support the Christian ethos of the school as a requirement of their employment agreement and are expected to demonstrate their support for the Vision and Mission of Christian education through the exercise of their employment responsibilities and conduct.

The purpose of this document therefore is to provide members of the Launceston Christian School education community with a set of ethical principles guiding the standards of conduct that they are expected to uphold in their interactions with students, each other and the wider community.

This *CODE OF CONDUCT* for all employees at Launceston Christian School finds its roots, its ethics, its principles, in the attached appendices:

**APPENDIX 1 -Launceston Christian School - Mission Statement**

**APPENDIX 2 -Launceston Christian School Association – Constitution Clause 4**

**APPENDIX 3 -Launceston Christian School - Child Protection Policy**

**APPENDIX 4 -Code of Professional Ethics for the Teaching Profession in Tasmania  
(Tasmanian Teachers Registration Board) February 2006**

**APPENDIX 5 -Launceston Christian School – Sexual Harassment Policy**

Each of these five statements is integral to the operation of the Code of Conduct.

It is the role of the Principal to ensure appropriate dissemination of the Code of Conduct and the timely in-servicing of all employees.

The following sets out in practical terms the active implications for the employee undertaking to support the Christian ethos of the school and should be read in conjunction with relevant Launceston Christian School policies and procedures.

### **1.0 LAWFUL AND REASONABLE DIRECTIONS**

- 1.1 Employees must comply promptly, conscientiously and effectively with all lawful and reasonable decisions and directions given by a person having authority to give such directions.
- 1.2 Employees must not knowingly or deliberately impede compliance with, or implementation of, a lawful and reasonable decision or direction.
- 1.3 When making decisions or giving directions, employees must act within their legal and organisational responsibilities and delegations. Employees must make what they believe to be competent decisions and give fair and reasonable guidance and directions.

### **2.0 PROFESSIONALISM AND ETHICAL CONDUCT**

- 2.1 In the course of their employment, employees must act in a professional and respectful way that enhances their professional reputation and the reputation of Christian education. Employees should be aware that personal conduct and lifestyle outside of normal working

hours can reflect either positively or adversely on Christian education and therefore they should act appropriately in the presence of students at all times, both within and outside school hours. At all times employees should conduct themselves in a manner that does not bring Christian education into disrepute.

- 2.2 Employees must treat fellow employees, students and others within their work environment with the respect and dignity that all deserve.
- 2.3 Employees whose work involves interacting with students have a special responsibility to comply with duty of care requirements and not to be engaged in inappropriate behaviour such as illegal, anti-social, scandalous or disreputable activities which may negatively impact on them being seen as appropriate role models for those students.
- 2.4 Employees must be cognisant of the policies, procedures and delegations that are applicable to their actions. The Principal must ensure that relevant information is made available to staff. Employees are required to read and ensure that they understand policy documents issued to them or circulated to them. Employees who are uncertain about any aspect of policies, procedures and delegations which apply to them should examine the relevant information and seek advice from supervisors or relevant School personnel. This includes information contained in the Launceston Christian School *Staff Handbook* and on the Launceston Christian School Website.
- 2.5 Employees must uphold and comply with:
  - 2.5.1 applicable Commonwealth, State and local laws, regulations, industrial awards and agreements;
  - 2.5.2 applicable professional standards and codes of practice that do not conflict with government or Launceston Christian School policy;
  - 2.5.3 Government directives, policies and procedures.
- 2.6 Employees must act promptly in reporting breaches of the law, Launceston Christian School policies, government policies and directives, as well as misconduct and maladministration under Launceston Christian School's *Code of Conduct*, to their Principal / relevant Launceston Christian School personnel.
- 2.7 Employees are expected to behave always in ways that promote the safety, welfare and well-being of students, fellow employees and others in their workplace environment in accordance with relevant occupational, health and safety legislation.
- 2.8 Employees must perform their work duties competently and responsibly, with a focus on delivering or supporting high quality educational services to students.
- 2.9 Employees must maintain currency of their professional competence through appropriate professional development or learning experiences.
- 2.10 Employees must maintain the accuracy, integrity and appropriate confidentiality of all information used in their professional dealings at Launceston Christian School.
- 2.11 Employees must only take leave of absence from their work duties when authorised to do so.

- 2.12 Dress, personal appearance and hygiene are important elements of professional presentation. Employees must ensure that their personal appearance and presentation are clean, tidy and appropriate for their work role in accordance with the local expectation of the school or workplace.
- 2.13 Employees must ensure that Launceston Christian School resources are not used improperly. These resources include financial and material resources as well as intellectual, information, system and knowledge resources related to the work of Christian education. Work time is also a valuable resource that must be managed effectively to create productive outcomes.

### **3.0 DUTY OF CARE**

- 3.1 Duty of care is essentially a duty to do everything reasonably practicable to protect others from foreseeable harm. While this applies in all aspects of an employee's work, it is particularly important for those employees who have interaction with and responsibility for students.
- 3.2 Teachers have a particular duty of care towards students. It arises out of what is known as a fiduciary relationship, that is, a relationship based on trust. Such positions are bound by two ethical principles:
- 3.2.1 *non-maleficance* – the responsibility to cause no harm to self or others
  - 3.2.2 *beneficence* – to actively promote the good of self and others
- 3.3 All students have a basic and expected right to a physical and emotional environment that is free from unreasonable risk of harm. *Harm* includes any significant detrimental effect to the student's physical, psychological or emotional well-being by any cause and includes minor harm that is cumulative in nature and which would result in a detrimental effect of a significant nature to the student if allowed to continue. Amongst other things, harm can be caused by:
- 3.3.1 physical, psychological or emotional abuse or neglect; or
  - 3.3.2 sexual abuse or exploitation; or
  - 3.3.3 domestic or family violence; or
  - 3.3.4 student bullying; or
  - 3.3.5 one's own actions.

Employees are referred to their responsibilities referred to in the Launceston Christian School Child Protection Policy under the *Children, Young Persons & Their Families Act (1997)* according to which they are mandated reporters of child abuse and neglect.

- 3.4 Employees must actively seek to maintain a physically safe teaching environment for students in accordance with the *Workplace Health and Safety Act 1995*.
- 3.5 Employees must take reasonable steps to prevent harm to students and to support students who have been harmed.

### **4.0 PSYCHOLOGICAL HARM**

- 4.1 Employees must not behave in ways that a reasonable person would consider to be offensive, intimidating, humiliating or threatening. Such conduct might include, but not be

restricted to, targeting students with unfair and continued criticism; making excessive or unreasonable demands of others; and making any form, either oral or written (including electronic communication), of derogatory comments to students, parents, work colleagues or the general public. Should such unacceptable behaviour occur, then all recipients of such behaviour have recourse to the processes contained within the school's Grievance Policy.

## **5.0 PHYSICAL CONTACT WITH CHILDREN**

- 5.1 Employees must not engage in conduct that could physically harm a student and this should be noted especially in cases involving disciplinary action.
- 5.2 Corporal punishment is prohibited at Launceston Christian School.
- 5.3 There may be occasions, however, where physical intervention is appropriate in order to protect students, self and others. In these circumstances this would be deemed reasonable action providing that the physical intervention is to prevent harm or further harm to students and that the employee seeks to avoid inflicting physical harm where possible. The physical intervention would need to be proportionate to the circumstances.

## **6.0 SEXUAL CONDUCT**

- 6.1 Employees' interactions with students must be, and be seen to be, professional at all times.
- 6.2 Employees must not attempt to sexualise a relationship with a student. To do so is a breach of trust, an abuse of authority, professional misconduct, immoral and criminal. Failure by the other person to reject such conduct does not necessarily imply meaningful consent for in law a minor cannot consent.
- 6.3 Employees must not provide or exchange personal contact details such as telephone numbers or email addresses with students, unless there are specific work-related reasons. Similarly, employees must not enter into unauthorised electronic communication with students such as text messaging, pod-casting and chat rooms.
- 6.4 The following behaviour constitutes either misconduct or sexual misconduct:
  - 6.4.1 unwarranted and inappropriate touching of students
  - 6.4.2 suggestive remarks or action of a sexual nature
  - 6.4.3 sexual exhibitionism
  - 6.4.4 obscene gestures, language, jokes containing sexual references or deliberately exposing students to the sexual behaviour of others in any form, other than in the case of prescribed curriculum material in which sexual themes are contextual
  - 6.4.5 inappropriate conversations of a sexual nature
  - 6.4.6 comments that express a desire to act in a sexual manner
  - 6.4.7 personal correspondence (including electronic communication) with a student in respect of the adult's sexual feelings for a student
  - 6.4.8 deliberate exposure of students to sexual behaviour of others including display of pornographic material
  - 6.4.9 flirtatious behaviour directed at a student
  - 6.4.10 dating a student
  - 6.4.11 spending significant time alone with a student other than to perform one's professional duties, or without other reasonable explanation



6.4.12 expressing romantic feelings towards a student in any way.

6.5 Sexual misconduct can also include *grooming* behaviour. Grooming behaviour is a process whereby sexual offenders *condition* and build rapport with children or young persons in order to reduce their resistance to, and increase compliance with, sexual abuse. The grooming process can include:

6.5.1 misleading students by pretending to them that they are special, for example by spending inappropriate time with students, inappropriately giving gifts, showing special favours to certain students but not to other students, allowing students to overstep the accepted school rules.

6.5.2 breaking of accepted school standards of behaviour, for example undressing in front of students, allowing students to sit on their lap, talking about sex, apparently *accidental* touching.

6.5.3 engaging in inappropriate, personalised forms of communication.

6.6 Employees must discourage and reject any advances of a sexual nature initiated by a student. Should such a situation arise then employees must report such instances immediately to their Principal / Head of School to assist in preventing repetition and avoiding subsequent allegations. Allegations will be investigated thoroughly and may involve the Police.

## **7.0 DISCRIMINATION AND HARASSMENT**

7.1 Launceston Christian School employees are committed to providing workplaces free of all forms of discrimination, victimisation and harassment. Common types of harassment include:

7.1.1 intimidatory harassment

7.1.2 bullying

7.1.3 sexual harassment

7.2 Employees must not discriminate against, victimise or harass any colleague, student or parent. All employees at Launceston Christian School have the responsibility to act fairly and evenly towards other employees, students and the general public in accordance with Launceston Christian School's policies and relevant legislation including the *Tasmanian Anti-Discrimination Act 1998*, and the Federal Government's *Equal Employment Opportunity Act 1987*, *Sex Discrimination Act 1994* and *Disability Discrimination Act 1992*.

7.3 Discrimination, victimisation or harassment will not be tolerated and will be dealt with in accordance with existing policies, including the Launceston Christian School *Sexual Harassment* and *Anti Bullying Policy*. It should be noted that following the receipt and thorough investigation of an allegation of discrimination, victimisation or harassment against an individual, there is the potential for the laying of criminal charges in cases where the allegation has been sustained.

## **8.0 USE OF TOBACCO, ALCOHOL, OTHER DRUGS AND MEDICATION**

8.1 Smoking is not permitted in school facilities and grounds. Similarly, smoking is not permitted whilst staff members have direct responsibility for or contact with students.

- 8.2 Employees have an occupational health and safety obligation, in accordance with the *Workplace Health and Safety Act 1995*, to ensure that their use of alcohol and drugs, whether illicit, proscribed, over-the-counter or prescribed as medication, does not adversely affect their work performance or endanger the health and safety of others.
- 8.3 The illicit use of drugs at any time within a professional context, particularly in association with the supervision of students, is strictly prohibited.
- 8.4 Employees suffering from a drug or alcohol problem that adversely affects their work performance must actively seek professional assistance to correct the problem.
- 8.5 Employees must not provide students with alcohol and must not encourage or condone the illegal use of alcohol (including underage drinking) or the excessive consumption of alcohol.
- 8.6 Employees should reasonably endeavour to avoid direct social contact with students where student consumption of alcohol or the illicit use of drugs occurs.
- 8.7 Employees must not consume or be affected by alcohol and / or the illicit use of drugs in any circumstances where they are responsible for students. This includes camps, retreats, excursions and other such activities.
- 8.8 Employee consumption of alcohol is generally not permitted at any activity or event where students may be present such as fairs, barbecues, graduations and the like. However, in special circumstances where school authorities have authorised the serving of alcohol, have secured Licensing Commission permits as necessary and have set aside a clearly defined area for such purposes, the limited consumption of alcohol may be permitted.
- 8.9 At the request of parents and with the agreement of appropriately trained employees, employees are authorised to administer prescribed medications in accordance with Launceston Christian School policies and procedures. Employees must not provide students with non-prescribed medications or over-the-counter drugs without the appropriate authorisation of school authorities, nor encourage or condone student illicit use of drugs.

## **9.0 CONFLICT OF INTEREST**

- 9.1 A conflict of interest may exist when an employee's private interests have the potential to interfere with the proper performance of his / her work duties. A potential or actual conflict of interest must be identified, declared and avoided or resolved in favour of the public interest and should not be undertaken without the express permission of the Principal.
- 9.2 It is understood that situations may occur where employees are working with family members or with persons with whom they develop close personal relationships. Where such relationships exist between employees or with prospective employees, then the potential for conflict of interest should be noted.
- 9.3 As a general principle, all employees who participate in procedures for selection, granting of tenure, performance appraisal, termination or transfer of any person who is a family member or with whom they have, or have had, a close personal relationship should declare any potential conflict of interest. However, the existence of a close personal or family

relationship should not constitute a bar to the employment, promotion, granting of tenure or transfer of any individual.

- 9.4 Employees should be aware that private part-time employment including tutoring which conflicts with, or compromises, employment with Christian education, may give rise to a conflict of interest. Employees should seek prior approval from the school authorities for any such employment.
- 9.5 Employees should be aware that receipt of gifts from those considered as part of the broad *client* base of the organization (eg. – students / families in a school setting) may present the potential for a conflict of interest.
- 9.6 In many cases only individual employees themselves will be aware of the potential for conflict. The onus therefore is on the individual in these cases to notify the appropriate supervisor of this potential.

## **10.0 PRIVACY AND CONFIDENTIALITY**

- 10.1 As an employee of Launceston Christian School you may be entrusted with access to information of a sensitive nature to enable you to carry out your duties.
- 10.2 Employees must ensure that confidential, private and sensitive information is handled carefully and that the integrity of such information is maintained at all times in compliance with relevant privacy legislation.
- 10.3 An employee must not, after leaving employment with Launceston Christian School, use confidential information obtained during the course of his / her employment for other work or non-work related purposes.

## **11.0 USE OF LAUNCESTON CHRISTIAN SCHOOL RESOURCES**

- 11.1 Employees must ensure that all Launceston Christian School equipment, resources, and consumable items are used appropriately for the work and business of Launceston Christian School. Limited and occasional private use of Launceston Christian School equipment and resources may occur providing it does not adversely affect the performance of the employee's work duties, or the work duties of others, or the business or reputation of Launceston Christian School. Examples of where this might occur include:
  - 11.1.1 limited, occasional and brief private telephone calls and faxes
  - 11.1.2 limited and occasional use of a photocopier
  - 11.1.3 limited and occasional use of computers, email and internet subject to Launceston Christian School policy on acceptable use by employees of ICT resources
- 11.2 Employees must ensure that Launceston Christian School equipment is maintained and used in accordance with the manufacturer's requirements, and that all use is both safe and legal.

- 11.3 Employees must have approval to use Launceston Christian School equipment and resources off site for work purposes, and must ensure that they are safely stored and secured.
- 11.4 Employees must ensure that they do not breach copyright law or licensing arrangements when copying any Launceston Christian School property such as software, library and reference materials, or copying other property for Launceston Christian School use.
- 11.5 Employees must not seek financial gain from work produced for the employer without the authorisation of the employer.
- 11.6 Employees whose work duties involve purchasing or managing resources on behalf of the Launceston Christian School must act within their delegated authority and comply with legislative requirements, policies and procedures for the purchase, use and disposal of any Launceston Christian School resource.

## **12.0 USING LAUNCESTON CHRISTIAN SCHOOL INTERNET, INTRANET, ELECTRONIC MAIL, MOBILE PHONES AND OTHER MEANS OF ELECTRONIC COMMUNICATION**

- 12.1 Except for official purposes or in accordance with Launceston Christian School policy, employees must not use Launceston Christian School resources, including mobile phones, the internet, electronic mail systems, or other means of electronic communication for:
  - 12.1.1 accessing, storing, or transmitting words, images or other material that are illegal, sexually explicit, violent or that a reasonable person would find offensive. (This does not include material that is part of a complaint, report or notification about alleged improper conduct of a person made in accordance with an authorised procedure.)
  - 12.1.2 gambling
  - 12.1.3 accessing chat lines not associated with work
  - 12.1.4 transmitting inappropriate jokes
  - 12.1.5 sending of inappropriate programs or mail
  - 12.1.6 what a reasonable person would see as excessive use of the internet
  - 12.1.7 unauthorised use of the Launceston Christian School's email distribution lists

## **13.0 PROCEDURE FOR DEALING WITH ALLEGATIONS AND APPARENT BREACHES OF THE CODE OF CONDUCT**

- 13.1 Potential breaches of the *Code of Conduct*, including apparent breaches and allegations, will be dealt with in accordance with the principles of procedural fairness and natural justice. Potential breaches may be addressed in the context of established grievance policies as detailed in the Launceston Christian School *Staff [Grievance and Dispute Resolution /Discipline Policy](#)*.
- 13.2 Employees should be aware that the relevant governing body may apply sanctions if this Code of Conduct is breached. Depending on the nature of the breach, various

sanctions such as the following may be applied in accordance with the Launceston Christian School *Staff [Grievance](#) and Dispute Resolution /Discipline Policy*.

13.2.1 appropriate warnings

13.2.2 counselling

13.2.3 actions as prescribed under the various award provisions

13.2.4 demotion

13.2.5 suspension

13.2.6 dismissal

13.2.7 laying of criminal charges or civil action

- 13.3 As appropriate, and according to the word, intent and spirit of the Launceston Christian School *Staff [Grievance](#) and Dispute Resolution /Discipline Policy*, employees may, when in breach of the Code of Conduct, seek access to dispute resolution processes.



LAUNCESTON CHRISTIAN SCHOOL  
*in Christ wisdom and knowledge*