



# Staff Handbook 2017

**Last Updated: February 2017**  
Version 7.0

## Contents

INTRODUCTION	4
MISSION STATEMENT	4
SCHOOL ORGANISATION	5
ACCIDENTS INVOLVING STUDENTS	6
ALLEGATIONS AGAINST EMPLOYEES	6
BELL TIMES	6
PRIMARY	6
SECONDARY	6
CHILD PROTECTION	7
CLASS ROLLS	7
COMMUNICATION	7
COMPUTERS	7
CONDUCT OF STAFF	8
CHRISTIAN EDUCATION NATIONAL (CEN)	8
CHRISTIAN SCHOOLING	8
CLEANING	8
CURRICULUM	8
DEVOTIONS	9
DISCIPLINE	9
DIFFICULT SITUATIONS	10
DISCRIMINATION	10
DRESS CODE	10
EMERGENCY LOCKDOWN	10
EQUIPMENT	10
EVACUATION PROCEDURES	11
EXTRA-CURRICULA ACTIVITIES	11
FIRST AID	11
FOODIES	11
GRIEVANCE PROCEDURE	11
LEAVE FROM CLASSROOM	12
LIBRARY	12
NEWSLETTER	12
PARENT/SCHOOL RELATIONSHIP	12
PARENT/TEACHER INTERVIEWS	12
PHOTOCOPIER	13

<b>PHYSICAL CONTACT</b>	<b>13</b>
<b>PLAYGROUND DUTY</b>	<b>13</b>
<b>PROGRAMMING</b>	<b>13</b>
<b>PUBLICITY AND MEDIA RELATIONS</b>	<b>13</b>
<b>PUNCTUALITY</b>	<b>14</b>
<b>REFERENCES FOR STUDENTS AND STAFF</b>	<b>14</b>
<b>SCHOOL BOARD</b>	<b>14</b>
<b>SCHOOL OFFICE</b>	<b>14</b>
<b>SECURITY</b>	<b>14</b>
<b>SEXUAL HARASSMENT</b>	<b>15</b>
<b>SIGN IN/OUT PROCEDURES</b>	<b>15</b>
<b>SOCIAL MEDIA</b>	<b>15</b>
<b>STAFF ABSENCES</b>	<b>15</b>
<b>STAFF ENTITLEMENTS</b>	<b>16</b>
<b>STAFF EXPENDITURE</b>	<b>16</b>
<b>STAFF LEAVE</b>	<b>16</b>
<b>STAFF MEETINGS</b>	<b>16</b>
<b>STUDENT REPORTS</b>	<b>16</b>
<b>SUPERANNUATION</b>	<b>16</b>
<b>WORKING WITH CHILDREN CHECK</b>	<b>16</b>
<b>WORKPLACE HEALTH SAFETY (WHS)</b>	<b>17</b>
<b>STAFF HANDBOOK APPENDICES</b>	<b>18</b>
<b>APPENDIX A: QUICK REFERENCE GUIDE FOR NEW/CASUAL STAFF</b>	<b>19</b>
<b>APPENDIX B: CHILD PROTECTION INFORMATION</b>	<b>20</b>
<b>APPENDIX C: ACCIDENT REPORT FORM</b>	<b>23</b>
<b>APPENDIX D: BASIS OF DISCIPLINE</b>	<b>24</b>
<b>APPENDIX E: STATEMENT OF FAITH</b>	<b>25</b>

## Introduction

Richmond Christian College is a K-12, independent school. It is a member of Christian Education National Ltd, and is operated by the Ballina Christian Education Association.

It exists primarily to provide Christ-centred education to families from around the Ballina region who are associated with local Churches. In doing so it assists parents in the upbringing of their children in a way that is both honouring to God, and effective in witness and ministry.

As a member of staff you are an important part of that community of believers in Jesus Christ which seeks to fulfil the Biblical commandment to bring up children so that all of their education is of the Lord. The school on its own cannot achieve this. We need to actively seek the co-operation of the parents and the Christian community in this important task. As teachers we need to be ever mindful of our role as models (Luke 6:40) and the warning Jesus gave concerning anyone who causes a child to stumble (Matthew 18:6).

In our school we seek to ensure that the Lord Jesus is the head of our school community. He is the One to whom we look for guidance and help. Our aim is that each student should “Enjoy Learning; Enjoy Life”. We seek to teach students from a Christ focused viewpoint so that students see the world from a perspective that is truly Biblical. This does not mean we are mentioning God in every sentence or even in every lesson, but it does mean that we are always conscious of His presence and all our work is focused on Him in order to achieve our goal. We believe that the Bible, God's inerrant Word, is truth and that it must be accepted in its entirety. Thus, our lessons are related to that fact. But they are also related to the pupil's needs as an individual, as a member of the body of Christ and as a member of the larger society for which they must also be fitted.

It is important that each member of staff be a born again believer in the Lord Jesus Christ and an active disciple of Him. All staff members are required to become a member of the Ballina Christian Education Association.

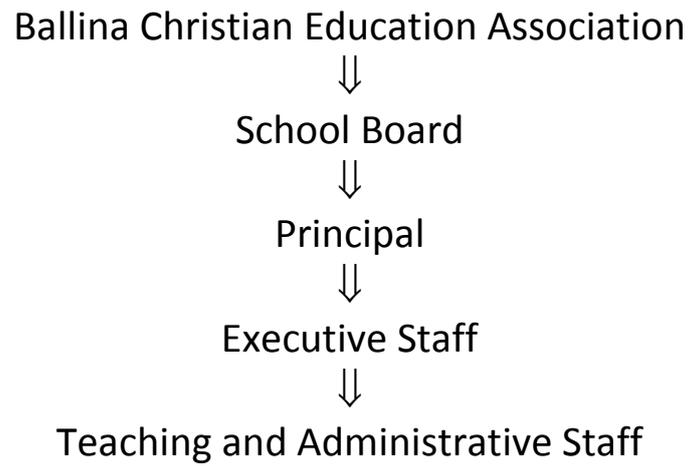
### **Vision Statement**

*A Christ centred learning community exploring and impacting on God's world*

### **Mission Statement**

*To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, culturally engaging and academically rigorous education that instils hope and equips children to live for God's glory.*

# School Organisation:



# General Staff Information

## Accidents involving Students

Accident Reports must be filled in by the teacher responsible for the group at the time when a student accident occurs. Blank forms are located in the Staff Forms folder at the staff sign in desk. The report should be filled out in as much detail as possible and handed to the front office for filing. Use of staff cars for the transport of students requiring medical attention should be avoided as far as possible.

## Allegations Against Employees

Where allegations of any kind are made against staff, the school will investigate and deal with all matters, wherever possible, following the Association of Independent Schools Protocols (*Refer [Child Abuse Investigations Policy](#)*).

It is possible for a matter to be deemed 'non-reportable conduct' and yet be deemed a breach of professional conduct, attracting disciplinary consequences.

In dealing with all matters of grievance/allegations the Principal is to act as Head of Agency in relation to matters deemed to be covered by the Ombudsman Act 1974; Commission for Children and Young People Act 1998; Children and Young Persons (Care and Protection) Act 1998; and the Child Protection Legislation Amendment Act 2003. In the event such grievances/allegations have the Principal as the Person Subject Of Allegations (PSOA), the Chairperson of the Board shall act as Head of Agency for the purposes of reporting and investigation.

All matters will be reported to the Ombudsman where this is legislatively required. All matters will be handled as confidential.

## Bell Times

### Primary

Devotions, Staff meeting:	8:05am-8:30am
Morning Session:	8:50am-11:00am
Recess:	11:00am-11:20am
Mid-Session:	11:20am-12:40pm
Lunchtime:	12:40pm-1:20pm
Afternoon Session:	1:20pm-2:55pm

### Secondary

Devotions, Staff meeting:	8:05am-8:30am
Home Room/Period 1:	8:50am-9:50am
Period 2:	9:50am-10:40am
Recess:	10:40am-11:00am
Period 3:	11:00am-11:50pm
Period 4:	11:50am-12:40pm
Lunchtime:	12:40pm-1:20pm
Period 5:	1:20pm-2:10pm
Period 6:	2.10pm-2.55pm

Students are not to be dismissed early without prior consultation.

## Child Protection

The School is committed to developing strategies to create a safe learning environment. These will include educating all members of the School community about child protection issues. Under the Care & Protection Act, all staff in schools are mandatory reporters.

Staff must:

- be aware of the content of NSW Child Protection Legislation and the school's [Child Protection Policy](#)
- become familiar with Keep Them Safe ([www.keepthemsafe.nsw.gov.au](http://www.keepthemsafe.nsw.gov.au))
- report promptly to the Principal in accordance with the Child Protection Policy whenever they:
  - a) have reasonable grounds to suspect that a student is at risk of significant harm; or
  - b) become aware of a reportable allegation against a member of staff whenever or wherever the reportable conduct took place.

## Class Rolls

The Class List is marked by Primary Classroom and Secondary Home room teachers each morning and an absent slip is sent to the front office by 9.15am where there is a central electronic roll. The absent slip must be returned regardless of whether there are students absent or not.

After 3 consecutive days of an unexplained absence, parents are contacted by phone asking for an explanation as to why their child has not been attending school.

If unresolved after 7 days a letter is sent to the parents from the Administration officer, seeking reasons for their child's absence. They will also be asked to include a doctor's certificate if appropriate.

When a student is nearing 30% continual lack of attendance, a letter is sent home informing the parents of their obligations.

[Attendance and Exemptions Policy](#)

## Communication

While the Primary and Secondary sections operate as separate departments in many respects, it is important that what we do is co-ordinated properly. Communication of ideas and activities is something we need to do well. The online school/staff calendars and SOBS enable all staff to be aware of planned events and to coordinate use of rooms and resources. Staff meetings are an important means of information transfer and teachers unable to attend should ensure that the minutes of any meeting missed are read and where necessary discussed with others. Short-term messages will be written on the staffroom whiteboard. Matters of greater importance may be covered by way of staff memos via email. All staff will be emailed the weekly newsletter, Tidings, and it is assumed that staff members have noted any information contained in this.

## Computers

The school utilises Google Drive to provide networking for the school community. Usage of computers and/or network is to be in accord with the School's [Privacy Policy](#) and [Computer and Internet Policy](#). Staff members need to be aware that Richmond Christian College regularly monitors computer usage of both staff and students in accordance with the [Workplace Surveillance Policy](#). Teachers are required to provide their own laptop computer for use at school. There is an option for the school to assist with the provision of a computer using salary sacrifice.

Students must be supervised at all times whilst using school computers, or accessing the intranet/internet.

## **Conduct of Staff**

It is a genuine occupational requirement of Richmond Christian College that all staff members, in the course of, or in connection with their work, act in a way that is consistent with the beliefs contained in the [Statement of Faith](#) of Richmond Christian College. Whether directly in school hours of duty or not, nothing in their deliberate conduct should be incompatible with the intrinsic character of their position (*Refer [Staff Code of Conduct](#)*). In the expression of human sexuality for example, this includes deliberate choices for heterosexual, monogamous relationships, expressed intimately through marriage.

Staff members are also required to regularly and frequently attend a Christian Church as well as staff Devotions and Worship Services.

Where any staff member acts contrary to the requirements of this section and the *Staff Code of Conduct*, action may be taken according to the provisions in the employment contract.

## **Christian Education National (CEN)**

We are a member school of CEN. Christian Education National promotes a partnership between home, church and school to provide a Christian worldview that informs all understanding, practice and community life in member schools. CEN provides the opportunity for joint ventures among the schools which include training conferences, special times of ministry and the recognition of gifts given to students.

## **Christian Schooling**

We believe that our school exists because God has called it into being. He wants us to be a school where His Love is both "caught and taught". Our school has a policy of all teachers being Christians and this helps us to communicate God's love to those we teach. Beyond this, we encourage our teachers to think through the implications of a Christian worldview to the subjects that they are teaching and introduce these implications to their students. We expect teachers to make use of resources that would support them in this. One helpful source is CEN which produces a range of such resources.

All our staff are encouraged to contribute to the development of curriculum, the preparation of teaching resources and various other services provided where this is possible.

## **Cleaning**

Cleaning is carried out regularly by our maintenance/cleaning staff. Staff should make sure that all chairs are placed on desks on those days that the cleaners request, the room is organised and tidy and that all papers are picked up at the end of the day. In the Secondary classroom teachers should ensure that the room is left tidy and properly set up at the end of each period.

## **Curriculum**

Our school seeks to prepare students to live full and effective lives as members of the body of Christ and as citizens of Australia. For this reason our curriculum seeks to follow the syllabus guidelines prescribed by the NSW Education Standards Authority to the degree that this is possible while still remaining true to the principles of the Word of God.

## Devotions

Staff devotions and morning prayer are held each morning from 8:05am and are led by the Principal and teaching staff on a roster basis. On alternate Tuesdays and Thursdays staff members break into prayer couplets/triplets and on the alternate Thursday enjoy a time of corporate music worship instead of the usual devotion. A record of prayer requests is kept in a book located on the hook near the whiteboard in the staff room. All staff members are required to attend and participate where possible. Part time staff members are to attend on those days when timetabled on classes for morning sessions.

## Discipline

This school seeks to maintain a very high standard of discipline. Parents have entrusted us with their children so that they might receive the best level of education possible: good, consistent discipline is an important factor in achieving this. It is helpful to place discipline within the broader context of discipling. Discipling involves encouragement, teaching, censorship, exposure, redirection, exclusion, modelling, nurture and the like. It is a *community* rather than an “us and them” process.

The way in which a student behaves is both a result and an integral part of the relationship that the student has with those around him/her. It is important therefore that teachers be aware of ‘where the student is at’ in terms of their relationship with peers, parents, staff and God. It is the aim of the school's discipline to help the student develop self-discipline, and this can only truly come with an open and honest relationship with God and those who surround the student.

It is for this reason that the teacher must help the students to see that discipline is enforced to maintain behaviour that will let others respect and in time love him/her and that will provide an open and honest environment where true learning (in both the academic and spiritual sense) may take place.

At Richmond our expectations are summarised as-

- R**     **respect**     **for others**  
                                 **for property**  
                                 **for self**
  
- O**     **obedience**   **to God's Word**  
                                 **to those who care for you**
  
- C**     **compassion**   **for those in need at RCC**  
                                 **for those in need elsewhere**
  
- K**     **know Jesus and make him known**

The levels of corrective discipline followed at our school are included in the [Discipline Policy](#).

## Difficult Situations

Should you find yourself in difficult situations regarding students, parents or other members of the public please inform the Principal at the first opportunity.

Where parents have matters of serious concern they should be directed in the first instance to the relevant co-ordinator.

If a student leaves school without permission during the day, the supervising staff member/s are expected to try to detain them. If this is not possible, try to determine where the student is heading (follow if necessary) and ensure that a member of the school executive is informed without delay. In no circumstances should students be left unsupervised.

## Discrimination

As a Christian school we recognise and celebrate our equality in Christ. The school is committed to meeting its anti-discrimination obligations. For this reason there should be no discrimination on the basis of sex, religion or race so far as the treatment of individuals is concerned. This does not negate the fact that at times the recognition of difference will be appropriate, e.g. in the case of a person of non-Christian faith as understood by the School's Statement of Faith applying for a position with the school.

Where a person has reason to believe they have been unfairly discriminated against on the grounds of sex, race or religion, or any other grounds perceived unreasonable, the matter should be reported using the school's [Grievance Policy](#). Complaints will be taken seriously, investigated fully, and treated as confidential.

## Dress Code

Members of staff are asked to maintain a standard of dress which is professional in appearance, and which is in keeping with the ministry to which they are called. Tight fitting or revealing clothing is not appropriate. It is recognized that dress should be appropriate to the individual circumstances that school routines may involve, e.g. Friday sport. Please refer to the [Staff Dress Standards Policy](#) for more details.

## Emergency Lockdown

A lockdown notice given over the bell system, or a notification by phone, indicates a Lockdown of the school site. Staff should acquaint themselves with the detailed procedures contained in the school's [Evacuation and Lockdown Policy](#).

1. Students and staff should move immediately to their allocated rooms (during class time), or their closest room (during breaks and when outdoors).
2. Staff should ensure all students are in attendance, as well as ensuring the room is completely locked. (Report student numbers to the front office via phone).
3. Admin Staff to assist visitors in foyer/hall areas.

## Equipment

All school equipment is to be operated in accordance with the relevant instruction manuals. Staff must ensure all equipment is serviceable and safe prior to use, and any unserviceable items must be reported to the Principal. The SOBS online booking website is used to book Ipad sets for classroom use. Please check the availability of equipment in advance and return equipment promptly. Seek help if problems occur or additional instruction is required. Equipment that may present a WHS risk should be reported via the WHS Register located near the staff sign on desk.

## Evacuation Procedures

Please ensure you have signed in/out each day you are at school.

An evacuation notice given over the bell system, indicates an Emergency Evacuation is to take place. Staff should acquaint themselves with the detailed evacuation procedures that are contained in the school's [Evacuation and Lockdown Policy](#). These procedures are located in all classrooms and other prominent positions around the school.

1. Staff should move their classes to the Evacuation Meeting Point on the edge of the car park via safe routes as outlined in the evacuation procedure map
2. Mark class roll and ensure all students are present, report student numbers to the Administration officer and Principal.
3. No-one should return to buildings without clearance from the Principal. A full directive is found in the policy.

## Extra-Curricula Activities

These are an important part of our school life. As well as normal teaching duties, playground duty etc., staff members are expected to take extra-curricula activities with students to help our school provide a good range and breadth of activities for the children. These activities may include such things as choirs, chess clubs, sporting teams, debating, eisteddfod entries etc. Such activities should be discussed with the Principal and where necessary parental approval sought.

## First Aid

Most permanent staff hold first aid qualifications. All incidents where first aid is required must be reported to the Principal, and reports placed in the Incident Register located in reception. In the absence of the Principal, the senior teacher on site is to be informed.

First Aid Kits are located in the Sick Bay and near the staff sign in. Additional supplies are available from the Store Room. Access to the First Aid Kits is not to be impeded.

## Foodies

Each staff member will be rostered on for "Foodies" to provide a simple afternoon tea at the whole staff meeting each fortnight with a suggested budget of \$30.

## Grievance Procedure

The following principles apply to the handling of grievances amongst the school community:

- Maintain confidentiality
- Act impartially
- Deal with issues raised as promptly as possible
- All investigations should be conducted transparently, and in accord with all or any legislative responsibilities

Note: All grievances should be handled in accord with the school's [Grievance Policy](#).

## Leave From Classroom

Students may only leave a classroom with the teacher's permission. Only one student at a time should be sent out for discipline purposes. Groups of 3-4 students should not be sent on a simple task when two students are adequate. **Note that younger students should always travel in pairs, rather than by themselves around the school property.** Teachers should not give a student permission to go to the toilet at the end of a lesson when the student will be late for the next lesson. On hot days students may be taken for a drink, but must be under the supervision of the teacher. A student should not be working outside the classroom without regular supervision.

Of course, it should not need to be said that teachers should remain with their classes.

## Library

To properly use this facility teachers should be aware of the resources available. Please ensure that you keep up to date with the resources in the Library. This also helps avoid duplication when ordering additional material. Booking of the Library space is via the SOBS online booking website.

## Newsletter

A weekly newsletter 'Tidings' is sent home to parents providing details of school activities and any other information that families need to be aware of. Tidings is emailed to each family as well as made available on the Skoolbag app each Friday with hard copies provided to some families on request. Teachers wishing to have details/information included in the newsletter should provide typed/written copy (emailed or shared on Google Drive) to the office by Wednesday lunchtime including any additional notes to be sent with Tidings.

## Parent/School Relationship

The school and parents must work together if we are to really educate students. Therefore, close links should be forged between school and parents. Parents should not be seen as 'people who interfere' but should be given as much help as possible with the education of their children. Please do not see parents as interfering with our work. Parent support is the only way our school continues to survive. No teacher who loses the confidence of parents could continue to teach on a long term basis at the school. On the other hand, parents are NOT to interfere with the professional judgement of the teacher. Freedom must be given to interpret policies in a way that the teacher deems best, subject to School Executive approval.

## Parent/Teacher Interviews

This is an important part of parent/teacher communication. An initial meeting of parents/teachers will occur in early Term 1. Another meeting will occur early in Term 3, shortly after half-yearly reports are distributed. Interviews take place at the school, and are conducted out of school hours. Bookings are made at the school office.

## **Photocopier**

Staff members are to do their own photocopying as we do not employ office staff for this purpose. An individual code will be issued to each staff member on commencement of employment to be used for all copying/printing. When using the photocopier please:

- \* be alert to the needs of others;
- \* inform the office staff of shortages in paper or supplies BEFORE they run out;
- \* seek help if problems occur unless you have proven competence in solving same;
- \* where limited copying/printing is completed for personal use or outside entities please arrange payment. A cardboard tube listing costs is provided for this purpose located near the printer. For extensive use please seek prior approval from the Principal.
- \* staff are encouraged to monitor their own photocopying and to seek to keep the amount of copying done to a reasonable level and only print in colour when necessary.

## **Physical Contact**

Richmond Christian College is committed to the wellbeing, safety and care of its students and staff. The school is committed to meeting its responsibilities under relevant child protection legislation, and discourages physical contact between staff and students; staff and staff; and students and other students. The school requires that staff, students and other members of the community treat each other with respect. Staff members are expected to display appropriate professional behaviour in their dealings with each other and the students in their care.

## **Playground Duty**

All teachers are rostered for playground and/or bus duties in accordance with their teaching load. Staff members are required to attend duties promptly, and to provide diligent supervision of students. A Primary duty folder is located near the staff sign in desk and includes a copy of the procedures for each duty. Duty teachers are required to ensure that: students stay in bounds; appropriate discipline is maintained; playground and veranda areas are kept free of litter; and any incidents/accidents are appropriately reported and recorded in the Incident Register located at the school office. Staff members have a 'duty of care' which must be maintained. Issues of concern regarding playground supervision should be referred to the Principal.

## **Programming**

Programming and Registration of what is taught in each class is one of the most important aspects of teaching. Registering of programs must be kept up to date, and there must be clear evidence of evaluation and assessment in accord with the relevant Syllabus documents. Programs are due Monday of Week 5 each Term and details are included in the [Programming and Registration Policy](#).

## **Publicity and Media Relations**

The school is aware that it has a role to play in the wider community, and needs to develop and maintain a strong profile educationally. The Principal is to be the point of contact for all media releases and statements. Staff should direct all media enquiries to the Principal.

## **Punctuality**

Please be punctual at all times, especially for rostered duties and for lessons. Expect students to move promptly to line-up at the beginning of each session. Teachers should also be punctual for staff devotion times in the mornings and in meeting deadlines set for submissions and documentation completion.

## **References for students and staff**

The school has procedures in place to provide students and teachers with references on request. School references can only be provided by the Principal. Under no circumstances are staff members to provide a school reference (i.e. on School letterhead) for a student or a colleague without the explicit permission of the Principal.

## **School Board**

The School Board is comprised of elected members from the Ballina Christian Education Association Ltd. The primary duty of the Board is to ensure that the school's fundamental principles, embodied in its values, aims and ethos, are carried out and implemented. The Board has the ultimate responsibility for all matters relating to the running of the school. Its role is to govern the school. The day-to-day management of the school is delegated to the Principal to manage the school in accordance with strategic goals set by the Board, and under its direction. Board meetings are held monthly.

## **School Office**

We praise the Lord for our administration staff. They fulfil a vital role in our school and we would ask all staff members to ensure that their time is not unnecessarily taken by students or staff and that the privacy of the work they do is not violated. The school office is open to parents and students from 8.30am - 3.30pm each school day.

## **Security**

The school is fitted with an integrated alarm system. Individual codes will be allocated to staff for operation of the alarm located inside the foyer. Staff members who are on the school site before 7:30am or after 7:00pm on weekdays, or at any time on weekends should inform security (Stuart Johnson's Lock and Security Centre 66867012).

Staff members who are on site alone out of normal school hours should: ensure the building is secure prior to entry; where possible lock themselves 'in' so that no unauthorized entry is possible; ensure someone else knows you are on site; and inform security of arrival and departure times.

The last to leave should ensure: buildings are secure; no-one is left on site; and alarms are activated.

Anyone having security concerns whilst on site should notify the Police, Security and/or the Principal.

Staff must ensure personal items are securely stored, and are discouraged from bringing valuable personal items on site.

It is important to ensure that windows, doors, cupboards and filing cabinets are locked before leaving the buildings. Air conditioners etc should also be turned off. Money or other valuables must not be left in classrooms and school equipment should be returned to a secure place prior to departure from school.

## Sexual Harassment

Sexual harassment is any unwelcome conduct of a sexual nature, including: comments, attention or contact by which a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated. Sexual harassment can be verbal, physical, written or visual.

Examples of sexual harassment include:

- The distribution or display of offensive pictures or written material
- Repeated unwelcome requests for social outings or dates
- Offensive comments about a person's physical appearance, dress or private life
- Jokes, intrusive questioning, messages or telephone calls of a sexual nature
- Leering or unnecessary familiarity
- Unwelcome physical contact such as patting, pinching or touching
- Sexual assault

It is the responsibility of staff to report any sexual harassment brought to their attention or witnessed by them, and to ensure that any such reports are dealt with promptly.

It is the legal responsibility of the school and all its employees to take all reasonable steps to prevent sexual harassment and victimization.

Sexually permissive lifestyle, or actions of a sexual nature that are not in accord with Biblical standards that do not involve sexual harassment may, nevertheless, be deemed unprofessional conduct or conduct that is not in accord with the Biblical principles on which the school is based. Such actions include, but are not limited to:

- Possession or distribution of pornographic or sexually explicit material
- Coarse, sexually orientated language or suggestive remarks
- Inappropriate and/or unwelcome physical contact
- Extra-marital sexual activity
- Non-married sexual activity

It should be noted that in all cases the school will respond to any allegations of misconduct in accord with its legislative responsibilities, and if such allegations are upheld staff may be subject to dismissal. (Refer [Sexual Harassment Policy](#))

## Sign In/Out Procedures

All staff are required to sign in on arrival and out on departure on the sheets provided at the staff sign in desk to satisfy Worker's Compensation laws. If you leave the school grounds during the day it is necessary to use the Visitor Sign in book at the school office to record your absence. These procedures are also vital in the case of an Emergency Evacuation.

## Social Media

Staff must not invite students to join their personal electronic social networking site or accept students' invitations to join their social networking site.

## Staff Absences

In the event that a staff member is not able to attend allocated school activities/days, they must ensure the Principal/Head Teacher is informed as early as is practicable (Where possible before 7:30am on the day of absence). Where possible, class work and programs should be left for Casual teachers who are to take up class responsibilities.

On the day of return to school a Leave Form (Staff or Teacher) is to be completed (forms are located in the Staff Forms folder at the sign in desk) for approval by the Principal. Once approved the form is to be handed to the Finance Officer.

## **Staff Entitlements**

All staff salaries and conditions are in accord with the N.S.W. Christian Schools Multi-Enterprise Agreement (Teaching staff or General staff as applicable).

## **Staff Expenditure**

All expenditure needs to be approved by the Principal. The school has a debit card available for purchases up to \$100. For purchases over \$100 a "Debit Card Use Request Form" needs to be completed and authorised. The debit card is available from the Finance or Administration Officer. Use of the debit card must be recorded on the register located with the Finance Officer. A Purchase Request Form needs to be completed for all major expense items prior to purchase. An Expense Claim form is also available for reimbursement where personal funds have been used. All forms are located in the Staff Forms folder at the staff sign in desk.

## **Staff Leave**

All requests for leave are to be submitted to the Principal on a Teacher Leave Request Form (located in the Staff Forms Folder at the sign in desk) at least two weeks prior to the date of the leave in normal circumstances.

## **Staff Meetings**

Staff Meetings are conducted on Thursday afternoons from 3:20pm-5:00pm. A whole staff meeting is held each fortnight with separate Primary/High School meetings held on the other week. Staff members are required to attend the appropriate meetings. An agenda for the whole staff meeting is located on the hook near the whiteboard in the staff room.

## **Student Reports**

The formal reporting process for years K-10 takes place twice per year with Half-yearly and Yearly Reports following mid-year and end-of-year examinations.

## **Superannuation**

Staff members are able to direct the compulsory superannuation levy into a fund of their choice. Membership details and related issues should be discussed with the Finance Officer.

## **Working with Children Check**

All staff and volunteers involved in child-related work are required to have a current Working with Children Check clearance. The WWCC number is to be advised to the Administration Officer for online verification. Please refer the school's [Child Protection Policy](#) for more details.

## **Workplace Health Safety (WHS)**

All staff should acquaint themselves with the school's [WHS Policy & Procedures Manual](#). WHS matters of concern are to be reported to the Principal, and recorded in the WHS Register located at the staff sign in desk. WHS Meetings are held in conjunction with Staff Meetings.

The school management encourages consultation with all stakeholders on matters of WHS, and requires staff to be diligent in all aspects of health safety in the workplace.

# **Richmond Christian College**

## **Staff Handbook**

### **Appendices**

**Samples of these documents are to be  
found on Google Drive**

## APPENDIX A: QUICK REFERENCE GUIDE FOR NEW/CASUAL STAFF

- Staff sign on sheets are located between the kitchen and staff room in the administration building. If it is necessary for you to leave the school for a period of time during the day use the Visitor's Sign In book at the front office to record the times of your absence.
- Casual Employee Time Sheets are located in the plastic stand beside the sign on sheets and should be completed after each day of work and left in the rear of the stand for collection by the Finance Officer at the end of each pay cycle.
- Student Absent slips are to be completed and returned to the front office after the class roll is marked regardless if there are students absent or not. Any notes should also be sent to the front office with the Absent Slip.
- A uniform check is completed each day checking that the correct uniform including shoes, socks and hats are being worn. Girls with long hair are required to have their hair tied back and fingernail polish and jewellery is not permitted (with the exception of one pair of plain studs/sleepers and one conservative ring). Fingernail polish remover is located at the front office for use by students as required.
- All visitors to the school must sign in at the front office and receive a Visitor's sticker. Any parent /caregiver wishing to collect their child/ren during normal school hours must attend the front office to sign them out and the student/s will be notified to come to the front office by the Administration Officer.
- Students may only leave a classroom with the teacher's permission. Groups of 3-4 students should not be sent on a simple task when two students are adequate. **Note that younger students should always travel in pairs, rather than by themselves around the school property.**
- Students requiring first aid are to be sent to the front office. Passes for Sick Bay and Ice packs are located in each primary classroom and in the playground duty folder for use by Primary students. Accident reports are located in the Staff Forms folder near the sign on sheets and should be given to the Administration Officer following completion.
- Students needing to phone their parent/caregiver must be sent to the front office with written permission by the teacher. Students are not to use their mobile phones while on school grounds unless permission has been granted by the teacher and any call is made in the presence of a staff member.
- The Primary playground duty folder is located under the staff sign on sheets and contains a guideline to general playground duties, sheets to record any playground incidents and student passes including a red A.R (Assistance Required) card for use in emergency situations.
- Fire Drill, Lockdown and Emergency Evacuation Procedures are located in each classroom and in each area of the Administration building.
- Ipads for classroom use must be booked using SOBS (Schools Online Booking System) and are located in the store room in the Administration building.
- If you have any questions or are unsure about procedures please ask a staff member 😊.

## APPENDIX B: CHILD PROTECTION INFORMATION

### Information required by the Child Protection Helpline

The information you provide via the Helpline is critical to making an accurate assessment of suspected 'risk of significant harm' (ROSH).

At times it can be difficult to determine what information to provide in the report. The points below cover information needed by the Helpline caseworkers and will help you determine what to include in your report.

#### Note:

- The information you gather will also assist you in applying the Mandatory Reporter Guide (MRG). The information in this factsheet does not replace the use of the MRG.
- The word 'child' is used throughout to denote 'child and/or young person'.

When providing information to the Helpline, you will be required to give personal details about the child as well as the parents, carers and other household members.

#### Child or young person

- Name
- Date of birth or age
- Address
- Phone numbers
- Cultural identity or Aboriginality
- Language barriers
- Disabilities
- School details
- Care arrangements/legal status

#### Parents, carers or other household members

- Name
- Date of birth or age
- Address
- Phone numbers
- Cultural identity or Aboriginality
- Language barriers
- Disabilities

The next page has details of the information required for each category of harm.

**For all categories**, make sure you provide information about when the person of interest will next have contact with the child (if known).

Harm category	Information required
<b>Physical abuse</b>	<ul style="list-style-type: none"> <li>Description of injuries – type of injury and location on body.</li> <li>Who caused the harm?</li> <li>Medical treatment required and/or administered?</li> <li>How did the injury occur?</li> <li>Are the circumstances suspicious? Why?</li> <li>Details of any excessive discipline used.</li> <li>Did the injury result from domestic violence?</li> <li>Does the child fear for their life or safety or the safety of the non-offending parent?</li> <li>Do credible threats to kill or injure the child exist?</li> <li>Is the parent or carer's behaviour violent and/or out of control?</li> </ul>
<b>At risk behaviour</b>	<ul style="list-style-type: none"> <li>Homelessness – What are the current living arrangements? What are the risk factors?</li> <li>Are the whereabouts of the parents or carers known? Are they behaving protectively? How?</li> <li>Are the parents or carers able and willing to address the risk taking or serious self-harming behaviour?</li> </ul>
<b>Sexual abuse</b>	<ul style="list-style-type: none"> <li>Provide details of disclosure in the child's own words.</li> <li>When did the alleged abuse occur?</li> <li>What was the context of the disclosure?</li> <li>Is there a witness?</li> <li>Is there medical evidence?</li> <li>Information on the alleged offender (age, name, etc)</li> <li>Is the language and/or behaviour of the child extremely sexualised? Is this uncharacteristic of their age?</li> <li>Are the sexual behaviours reflective of the age group?</li> <li>Does a highly suspected perpetrator of sexual abuse have access to the child?</li> <li>Does the child require immediate medical treatment and was this administered?</li> <li>Is the child extremely fearful of being in the home?</li> <li>Does the non-offending parent believe the child and are they supportive?</li> </ul>
<b>Pre-natal</b>	<ul style="list-style-type: none"> <li>Are there any parental risk factors (substance abuse, mental health, disability, homelessness, etc.)?</li> <li>Are the parent or carer behaviours likely to seriously impact the child once it is born?</li> <li>Is there a birth alert with NSW Health?</li> <li>Is the anticipated due date within 14 days?</li> </ul>
<b>Neglect</b>	<ul style="list-style-type: none"> <li>Has the child suffered an injury or illness as a direct result of neglectful behaviour by the parent or carer?</li> <li>Has the parent or carer failed to provide adequate supervision?</li> <li>Detailed description of child's appearance.</li> <li>Did hazardous conditions in the home result in the injury or illness?</li> <li>Describe any relevant household conditions and/or state of the home</li> <li>Did parent or carer fail to obtain necessary medical and/or mental health care?</li> <li>Was the child diagnosed with malnutrition?</li> <li>Are the parents or carers behaviours a factor in the child not attending school (educational neglect)? What actions has the school taken?</li> <li>Is there a substance exposed new born? Have the parents made preparations for the infant?</li> <li>Is there a severe condition or pattern of parent or carer behaviour that presents an imminent risk?</li> </ul>
<b>Psychological harm</b>	<ul style="list-style-type: none"> <li>Detailed information on the child's emotional state. What have you observed?</li> <li>Do the child's symptoms relate to a persistent pattern of parent or carer behaviour, e.g. domestic violence?</li> <li>How does the parent or carer behave towards the child?</li> </ul>

## How to make an effective eReport

The Child Protection Helpline relies on information within the eReport when assessing risk of significant harm (ROSH). For this reason, it is critical that you provide accurate and specific information.

The table below covers the most relevant information needed by the Helpline caseworkers and will help you to provide accurate and specific information in the report.

**Note:** The word 'child' is used throughout to denote 'child and/or young person'.

### Accuracy – document information precisely

- The information you provide must be easy to read and factual.
- Remember, the information you provide becomes part of the child's file.
- The 'primary reported issue' should match the concern being reported. Your selection should reflect the Mandatory Reporter Guide (MRG) tree pathway you selected.
- When listing all parties involved, double check that the relationships of each person and their personal details are correct.
- In the 'Details of ROSH concerns' section, focus on the current incident that has occurred and do not include information about historical matters. These are captured in other sections of the report.
- Include any other relevant information about the family and/or child (current or historical), in the relevant section of the eReport – e.g. details of injury, behaviour and/or appearance, worker safety issues.
- If applicable, include your own reference number on the report – such as an event number or a CWU reference number.
- If information is from another source, identify the source and details provided. Include how the information was obtained and if the information is first or second hand information etc.

### Content – provide specific information

- Identify details of the child (date of birth, address, contact numbers).
- Identify details of the parents or carers (date of birth, address, contact numbers).
- Provide information about cultural identity and/or language barriers.
- Provide information about disabilities, mental health, domestic violence, alcohol and/or other drug issues or health issues relevant to any persons involved.
- Include information about any other individuals in the home.
- If parents are separated, specify information on living arrangements and access for children.
- Clearly explain the 'type' of harm that has occurred, this can include: physical harm, sexual abuse, neglect, psychological harm and prenatal concerns\*. (The MRG will assist you with this information or you can refer to *Information required by the Child Protection Helpline*).

**APPENDIX C: ACCIDENT REPORT FORM**

**ACCIDENT REPORT FORM**

Name: \_\_\_\_\_ Year Level: \_\_\_\_\_ Date: \_\_\_\_\_

(To be completed by person responsible for supervision)

Place of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Comments: \_\_\_\_\_

Activity at time: \_\_\_\_\_

Comments:

Nature of injury: \_\_\_\_\_  Blood Shed  Injury fatal

Comments:

How did the accident occur:

Witnesses and/or Others involved:

Supervising Staff : \_\_\_\_\_

(To be completed by the First Aid Officer)

Medical Treatment: \_\_\_\_\_  Gloves Used

Comments:

Time when Next of Kin advised  Next of Kin Response

Comments:

Action Taken:

Further Information: \_\_\_\_\_

Action to be Taken: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Principal/Head Teacher Signature \_\_\_\_\_

## APPENDIX D: Basis of Discipline

<p><b>R</b></p>	<p><b>RESPECT</b></p> <p>For others</p> <p>For property</p> <p>For self</p>	<p>Honour all people. Love the brotherhood. Honour the king 1 Peter 2:17</p> <p>Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that are appointed by God Romans 13:1</p> <p>be devoted to one another in brotherly love. In honour give preference to one another Romans 12:10</p>
<p><b>O</b></p>	<p><b>OBEDIENCE</b></p> <p>To God's Word</p> <p>To those who care for you</p>	<p>Honour your father and mother, that your days may be long upon the land which the Lord your God is giving you Exodus 20:12</p> <p>Children obey your parents in the Lord for this is right Ephesians 6:1-3</p>
<p><b>C</b></p>	<p><b>COMPASSION</b></p> <p>For those in need at RCC</p> <p>For those in need elsewhere</p> <p>For unsaved/lost</p>	<p>Love the Lord your God with all your heart, soul and mind and love your neighbour as yourself Mark 12:29-31</p> <p>We love because he first loved us... whoever loves God must also love his brother 1 John 4:19-21</p>
<p><b>K</b></p>	<p><b>KNOW JESUS AND MAKE HIM KNOWN</b></p>	<p>Thy word have I hid in my heart that I might not sin against thee Psalm 119:11</p> <p>Go and make disciples of all nations, baptising them in the name of the father, the Son and the Holy Spirit, teaching them to obey everything I have commanded you Matthew 28:19-20</p>

## **APPENDIX E: Statement of Faith**

The basis of the company is the divinely inspired, inerrant word of God, the Holy Bible, as it is acknowledged and defined by the Reformed Confessions. The Company is not a church body nor is it subject to any denominational organisations, but it is governed autonomously in relation to all other institutions and organisations.

The Company is based on the following principles:

(a) Holy Scripture and Education

By faith we confess the books of the Old and New Testament to be the divinely inspired, inerrant Word of God, the only absolute rule for all faith and conduct and also for the education of our children at home and at school.

(b) Christian Parents and Education

As believing parents we have Christ's comforting assurance for our children that he will bless them when we bring them to Him.

Expecting the fulfilment of his promise and obeying his command, we endeavour to bring our children up in the discipline and instruction of the Lord.

Since the responsibility for this task has been placed on our shoulders as parents we gladly accept responsibility for that part of the education which takes place outside our homes in the school. We consider our involvement in Christian Schooling to be our duty and God-given privilege.

(c) Christian Schools

As Christ is the Saviour and King of the whole of human life we understand a Christian school to be an educational institution in which Christ is not only honoured by prayer and study of the Bible, but all subjects are taught by the light of God's revelation in Jesus Christ contained in the Old and New Testaments.

For such a Christian school, we, as parents, claim freedom in the field of education as long as this education takes place in obedience to the requirements of God's Word and in adherence to legitimate governmental standards and provision.

(d) Some Doctrines Fundamental to Christian Education

Believing all the truth revealed in the Word of God, we wish to emphasise some doctrines which are of special importance to Christian education. They are:

(i) God and creation

All things were created by God. God created them in, through and for Christ by his Word and Spirit for His glory. It is also by God's direction, power and care that all created things are sustained. In order to understand the world, man and history, they must be seen in their relationship to God as the Bible speaks of it.

(ii) The Bible and Sciences

Creation as well as Scripture has been brought forth by the same God of Truth. Therefore, any seeming discrepancy between the Bible and science can only be due to human error either in science or in the interpretation of Scripture.

(iii) Man

Man was created in the image of God to enjoy true communion with his creator. Man was instructed to exercise dominion over the world in strict and loving obedience to God.

(iv) Sin

By disobeying God's law, man estranged himself from God and brought God's curse upon himself and all creation.

(v) Regeneration

The call of God to salvation is by his grace alone through faith in which we receive new life.

(vi) Christ

Jesus Christ, the second person of the Holy Trinity, is God incarnate, the Word become flesh. Laying down his life for his people, he paid the price of sin for them, being a ransom for all who truly believe in him. Risen from the dead in his physical body, and having ascended to the throne of heaven, he is the king of the universe.

(vii) The Holy Spirit.

The Holy Spirit, the third person of the Holy Trinity, the divine source of all created life is also the source of faith in Christ, true spiritual knowledge. As the fruit of Christian education depends on the work of the Holy Spirit, both parents and teachers pray that God may bless their work that the children come to know the Lord Jesus Christ as their personal Saviour and Lord.