



# Staff Handbook 2023

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## Introduction

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

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).

At Richmond Christian College, we intend to equip our students with an enduring sense of identity, purpose and hope that will be foundational to their future. Our Christ-centred, biblically based, culturally relevant and academically rigorous approach to education is intended to equip students with solid foundations of truth and wisdom born by experience and rigorous investigation that they can rely upon to confidently and positively contribute to their world.

We do this through:

- Creating a Culture of Safety
- Creating a Culture of Teaching and Learning for life
- Establishing and Maintaining Positive Relationships
- Providing Students with Variety
- Extensive Learning Support
- Extra-Curricular Opportunities

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, academically rigorous and culturally relevant education that instils a sense of identity, purpose and hope in students that equips them to live for God's glory.*

# School Organisation:

Ballina Christian Education Association



School Board



Principal



Executive Staff



Teaching and Administrative Staff

# General Staff Information

## Accidents involving Students

Accident/Incident 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 or with the Incident Folder in the drawer at Administration. 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 in line with the *Child Safe Framework*.

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 Relevant Entity in relation to matters deemed to be covered by the Children's Guardian Act 2019(NSW); Children's Guardian Amendment (Child Safe Scheme) Bill 2021 (NSW); Child Protection (Working With Children) Act 2012; Child Protection (Working With Children) Amendment 2013; and Children and Young Persons (Care and Protection) Act 1998. An allegation of reportable conduct against the Principal must be reported directly to the Office of the Children's Guardian.

All matters will be reported to the Office of the Children's Guardian where this is legislatively required. All matters will be handled as confidential.

## Bell Times

Devotions:	8:05am-8:30am
Connect:	8:50am-9:00am
Period 1:	9:00am-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
Lunch:	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 Children and Young Persons (Care and Protection) Act, 1998. all staff in schools are mandatory reporters.

Staff must:

- be aware of the content of NSW Child Protection Legislation and the school's *Child Safe Framework*.
- Must take the necessary steps to prevent and protect students from being harmed or exposed to harm, in consultation with the school Principal or, where the school Principal is unavailable, in consultation with a designated teacher.
- All staff must report all allegations of reportable conduct, prior conviction for, or disciplinary proceedings in relation to, reportable conduct by staff to the Principal: whether in their own case or that of another staff member or volunteer.
- Staff are expected to address or report behaviour of another staff member that crosses boundaries of expected standards of behaviour with children. Concerns or complaints which may be considered reportable conduct must be reported to the Principal.

## Class Rolls

The attendance for students in Pre-Kindy to Year 6 is marked electronically in SEQTA in Period 1, Period 3 and Period 5 by the timetabled teacher and recorded electronically in SEQTA. Year 7 - 12 student attendance is marked in the Connect Group by the Home room teachers each morning and each period throughout the day by the timetabled teacher and recorded electronically in SEQTA. Casual Teachers will be provided with a sign in to SEQTA to mark the roll. Please see the Head of School or Administration Officer in the School Office for details.

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

When an absent note from the parent is not returned within seven days of the student returning to school, an unexplained absence will be recorded on the student's attendance record.

When a student is nearing 10%, 20% & 30% continual lack of attendance, a letter is sent home informing the parents of their obligations. (Refer [Attendance Policy](#))

## Communication

While the Primary, Middle and Senior School faculties 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 Edval Daily 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. The fortnightly newsletter, Tidings, is emailed to all staff. It is assumed that staff members have noted any information contained in this.

Emails are an important part of our communication. It is expected that emails will be responded to within 48 hours. Emails are not to be used for emergency communication. Where members of the wider school community email a staff member, receipt of the email is to be acknowledged as soon as possible and then a comprehensive response given within a reasonable timeframe.

## 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 internet through the use of Hapara.

## 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.

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**

Christian education invites young people to see and understand the world through the perspective of God's truth. The Bible becomes the lens in which students view what they are learning. The lens focusses their thinking on ultimate truth—a biblical vision for life where the world is created and sustained by God; where God has acted in history to deal with the distortions of creation caused by human rebellion; and where history is advancing towards a new creation in which all things are reconciled to God through Jesus who is not only the climax of the biblical story but is also the focal point of the lens.

However, Christian education is not just about a Christian way of understanding. It is also about a Christian way of living. When Jesus said "Follow me", he was expecting people to dedicate their whole lives to serving God. Christian education informs, invites, and inspires young people to live this way. The Christian school offering Christian education seeks to teach this way of life every day through all that is done and taught. It does this in a setting of a unified community of love and learning between parents, children, and teachers.

Parents have the ultimate responsibility to educate their children towards a biblical way of knowing and a Christian way of living. The Christian school community is a partnership with parents and the school sharing in this vision.

<https://www.cen.edu.au/index.php/shortcode/what-is-christian-education>

## **Cleaning**

Cleaning is carried out on weekdays by Coastside Cleaning. Staff should make sure that the room is organised and tidy and that all papers are picked up and desks are clear 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 be disciples for God, living a full and effective life as members of the body of Christ and global citizens. 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. All teaching staff are expected to program and design their curriculum according to the principles outlined in the curriculum design framework, 'Transformation By Design'. For more information see the Head of School or the Principal.

## **Devotions**

Staff devotions and morning prayer are held each morning from 8:05am and are led by the Principal and staff members on a roster basis. Once a week staff members break into prayer couplets/triplets or enjoy a time of corporate prayer and music worship instead of the usual devotion. A record of prayer requests is kept in a book located in the staff common room.

All staff members are expected to attend devotions and participate in the presenting of devotions each term. Part time staff members are to attend on those days when timetabled on classes for morning sessions.

## **Discipline**

Richmond Christian College maintains a very high standard of discipline. Parents have entrusted us with their children so that they might receive the best level of education possible: fair, consistent discipline is essential in achieving this. Discipling involves encouragement, teaching, censorship, exposure, redirection, exclusion, modelling, nurture and an understanding of the broader context of the student: their peers, parents, family and relationship to God. 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 the aim of the school's discipline to help the student develop resilience, character and self-discipline. This can only truly develop with an open and honest relationship with God and those who surround the student.

The teacher must allow students to see that discipline is enforced to maintain behaviour that will develop respect and provide an open and honest environment where true, courageous learning (in both the academic and spiritual sense) may take place.

At Richmond Christian College our expectations are summarised as RESPECT:

### The RESPECT Principle

<b>R</b>	<b>Respect.</b> God. Others. Self.	Show proper respect to everyone... Honour one another above yourselves. 1 Peter 2:17  Love each other as I have loved you. Greater love has no one than this: to lay down one's life for one's friends. John 15:12-13
<b>E</b>	<b>Excellence.</b> Your best in everything.	But just as he who called you is holy, so be holy in all you do. 1 Peter 1:15
<b>S</b>	<b>Service.</b> Contributors not consumers.	Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself. Mark 12:30-31  We love because He first loved us...whoever loves God must also love his brother. 1 John 4:19-20
<b>P</b>	<b>Perseverance.</b> We do hard things. Always.	Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. 1 Corinthians 9:24
<b>E</b>	<b>Engagement.</b> Authentically embrace opportunities.	...Whatever you do, do it all for the glory of God. Do not cause anyone to stumble... 1 Corinthians 10:31-32.
<b>C</b>	<b>Creativity.</b> God is so we can be.	So God created mankind in his own image, in the image of God he created them; male and female he created them. Genesis 1:27.
<b>T</b>	<b>Truth.</b> Love it. Share it. Live it.	Jesus said, "If you hold to my teaching, you are really my disciples. Then you will know the truth, and the truth will set you free." John 8:31 – 32.

The levels of corrective discipline followed at our school are included in the *Behaviour Management 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 Head of School.

If a student leaves school without permission during the day, the supervising staff member/s are expected to try to detain them in an appropriate manner. If this is not possible, try to determine where the student is heading (follow if appropriate) and ensure that a member of the school executive is informed without delay. Where possible, students must not 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 *Complaints Management 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 *Critical Incidents Plan*. These procedures are located in all classrooms and other prominent positions around the school.

## **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 Business Manager. Seek help if problems occur or additional instruction is required. Equipment that may present a WHS risk should be reported to the Business Manager via email.

## **Evacuation Procedures**

Please ensure you have signed in/out each day you are at school in the register located at the staff sign in desk. If you leave the school temporarily during the day please sign in/out in the register located in the School Office.

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 *Critical Incidents Plan*. These procedures are located in all classrooms and other prominent positions around the school.

## 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 manage at least 1 extra-curricula activity per semester to help our school provide a good range and breadth of activities for the children. These activities may include such things as choirs, drama clubs, sporting teams, eisteddfod entries etc. Such activities should be discussed with the Principal and where necessary parental approval sought.

## First Aid

All 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.

## Complaints Procedure

The following principles apply to the handling of complaints and 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 Complaints Management Framework policies accessible on Google Drive.

## Leave From Classroom

Teachers are to be with classes and supervising their students at all times. Teachers are not to leave the class to go and get forgotten materials. Students may only leave a classroom with the teacher's permission. Where possible no student should be removed from the classroom unless necessary for the protection of the students and the learning environment. 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.

## Library

The library has been relocated to the MPC in 2023. Teachers should be aware of the resources available to avoid duplicating resources when ordering new classroom book sets.

## **Newsletter**

A fortnightly newsletter, 'Tidings' is sent to parents providing details of school activities and any other information that families need to be aware of. Teachers wishing to have details/information included in the newsletter should provide typed/written copy (emailed or shared on Google Drive) to the Administration Officer by Thursday lunchtime including any additional notes to be sent with Tidings.

## **Parent/School Relationship**

The school and parents must work together to successfully educate students. Parent support is vital for the school. Therefore, close links should be forged between school and parents. Parents should be given as much information and assistance as is appropriate to assist with the education of their children. Teachers are expected to email and call parents to provide positive and corrective feedback regarding the progress of their students. A student's report card or parent teacher interview should never be a shock to a parent. Teachers are expected to maintain the confidence and working relationships with parents. Parents are expected to not interfere with the professional judgement of the teacher.

## **Parent/Teacher Student Progress Meetings**

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. 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:

- 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.
- be alert to the needs of others;
- inform the office staff of shortages in paper or supplies;
- 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.

## **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 Junior/Middle School backpack is located in the Staff Common Room 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 the foundation of good teaching. Programmes must be submitted on time, the 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. (Refer *Curriculum and Programming 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**

Staff are expected to be punctual at all times, including documentation, submissions, devotions, rostered duties and lessons. Teachers are expected to be on premises from 8.05am – 3.45pm. Where a staff member is going to be late or needs to leave early they must seek permission from the Principal.

## **References for students and staff**

Staff and student references can be provided by the Principal or Heads of School. 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 good governance; 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. The day-to-day management of the school is delegated to the Principal to manage in accordance with strategic goals set by the Board under its direction. Board meetings are held monthly.

## **School Office**

The school office is open to parents and students from 8.30am - 3.30pm each school day. All staff members are expected to respect the privacy of the work they do. Staff are asked to avoid making requests of the School Office staff during peak busy times and understand that the School Office staff will address the concerns of the community as a priority.

## 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 7:00am or after 7:00pm on weekdays, or at any time on weekends should inform the Principal and security (CAV 1300 33 10 33).

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 the Principal.

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

Staff must ensure that windows, doors, cupboards and filing cabinets are locked before leaving the buildings. Air conditioners, lights and fans 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.

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

- Practicing homosexuality

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 *Anti-Discrimination and 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 Staff Sign in/out register at the school office to record your absence. These procedures are also vital in the case of an Emergency Evacuation.

## **Social Media**

Staff are warned to be cautious in inviting/accepting invitations from ex-students, or parents of current students as friends on social media. Whereby a staff member is friends with such people they are expected to maintain professional relationships and not communicate about any school issue via this platform. Refer to the Staff Code of Conduct for further details.

## **Staff Absences**

In the event that a staff member is not able to attend allocated school activities/days, they must ensure the Deputy Principal is informed as early as is practicable (Where possible before **6:30am** on the day of absence). Where possible, class work and programs should be left for Casual teachers who are to take up class responsibilities.

Notification of Leave is to be submitted via Xero for approval by the Principal as soon as practicable.

## **Staff Entitlements**

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 relevant Head of School and the Principal. The school has a debit card available for approved purchases. 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. An Expense Request/Claim Form needs to be completed and approved for all major expense items prior to purchase. This form is also used for reimbursement where personal funds have been used. All forms are located in the Staff Forms folder at the staff sign in desk and in the All Staff folder on Google Drive.

## **Staff Leave**

All requests for leave are to be submitted to the Principal online via Xero at least two weeks prior to the date of the leave in normal circumstances.

A minimum of 6-months' notice must be given for staff who apply for Long Service Leave.



## **Staff Meetings**

Staff Meetings are conducted on Thursday afternoons from 3:20pm-5:00pm. Staff members are required to attend the appropriate meetings. Agenda items for the whole staff meetings are to be sent to the Principal's Assistant at least 24 hours prior to the meeting.

## **Student Reports**

The formal reporting process for years K-12 takes place twice per year with Semester One and Semester Two 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 Safe Framework* for more details.

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

All staff should acquaint themselves with the school's *Work, Health & Safety Management*. WHS matters of concern are to be reported to the Business Manager and recorded in the WHS Register located at the staff sign in desk. WHS Consultation is 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.

In accordance with the Workers Compensation Act (1987) and the Workplace Injury Management and Workers Compensation Act (1998), Richmond Christian College has a Return-to-Work policy to facilitate the rehabilitation of employees who suffer a work-related injury or illness.

Rehabilitation through early return to the workplace assists the recovery of injured workers in a positive environment, allows for a planned and progressive return to duties, and improves worker morale. The school is committed to working together with employees, medical practitioners, SafeWork NSW, insurance representatives and, where applicable, any industrial union representing employees, to achieve an effective return to work plan for injured workers. (Refer *Return to Work Policy*).

# 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 in the hallway of the administration building under the staff pigeonholes. If it is necessary for you to leave the school for a period of time during the day use the Staff Sign In/Out register at the School office to record the times of your absence.
- Casual Employee Time Sheets are completed online using Xero. Please see the Finance Officer for details.
- Student attendance is marked through SEQTA for each session in Pre-Kindy to Year 6 and at Home Room and each period for Year 7 – 12. Please see Admin for sign in details.
- A uniform check is completed at the beginning of each day, checking that the correct uniform including shoes, socks and hats are being worn. Students with long hair are required to have their hair tied back and fingernail polish and only limited jewellery is permitted. Fingernail polish remover is located at the School office for use by students as required.
- All visitors to the school must sign in at the School 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 School office. Passes for Sick Bay and Ice packs are located in each Pre-K to Year 6 classroom and in the playground duty backpack. 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 Junior/Middle School playground backpack is located in the Staff Common Room 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.
- A folder containing Critical Incident Plans are located in each classroom and in each area of 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



### TO BE COMPLETED BY SUPERVISING STAFF MEMBER

Name of Supervising Staff Member:		Signature:	
Date:	Time: am / pm	Student Name:	Year Level:
Location of Accident			
How did the Accident Occur			
Witnesses and/or Others Involved			

### TO BE COMPLETED BY FIRST AID OFFICER

Name of First Aid Officer:		Signature:	
<b>Nature of Injury</b> <input type="checkbox"/> Abrasion /Scrape <input type="checkbox"/> Bite <input type="checkbox"/> Broken Bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn - Heat <input type="checkbox"/> Burn - Chemical	<input type="checkbox"/> Swelling <input type="checkbox"/> Concussion <input type="checkbox"/> Cut <input type="checkbox"/> Rash <input type="checkbox"/> Sprain <input type="checkbox"/> Strain	<b>Indicate location of Injury</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Front         </div> <div style="text-align: center;">  Face         </div> <div style="text-align: center;">  Back         </div> </div> <div style="text-align: center; margin-top: 10px;">  Hands         </div>	
Details of Injury			
What treatment was given? <input type="checkbox"/> First Aid <input type="checkbox"/> Comfort <input type="checkbox"/> Referred for treatment <b>Gloves Used</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Details of Treatment given			
Parent Contacted <input type="checkbox"/> Yes <input type="checkbox"/> No   Time Contacted am / pm   Time Parent Responded am / pm			
Name of Parent Contacted:			
Additional Information			

## APPENDIX D: Student Code of Conduct & School Rules



### **RICHMOND CHRISTIAN COLLEGE STUDENT CODE OF CONDUCT**

All students are expected to know and observe the Richmond Christian College Student Code of Conduct to ensure they are contributing positively to Richmond Christian College's culture and their future. Failure to do so will lead to disciplinary action in accordance with the school's Behaviour Management policy.

As a student of Richmond Christian College, according to the principles of RESPECT, I will:

1. Seek to honour God in all that I do and say.
2. Be punctual, prepared to learn and always doing my best to produce quality work.
3. Respect teachers by listening and promptly responding to instructions.
4. Seek to contribute to the community by being kind and respectful to everyone at all times.
5. Proactively and respectfully engage in the opportunities given to me.

Students are responsible for their thoughts and actions. We expect parental support of these values at home.



## **RICHMOND CHRISTIAN COLLEGE SCHOOL RULES**

**EVERY PERSON IN THE SCHOOL COMMUNITY HAS THE RIGHT TO BE SAFE AND SECURE.**

Therefore, the School considers the following forms of behaviour to be unacceptable:

<ul style="list-style-type: none"> <li>• Fighting, bullying or any other form of aggressive behaviour; including cyber bullying</li> <li>• Rude and offensive behaviour or attitudes</li> <li>• Throwing sand, stones or other dangerous objects</li> <li>• Using or carrying weapons (sticks, knives etc)</li> <li>• Harassment (cultural, religious, sexual, disability or racial); teasing and name calling</li> <li>• Stealing</li> <li>• Graffiti</li> <li>• Possession of chewing gum</li> </ul>	<ul style="list-style-type: none"> <li>• Leaving the school grounds without permission</li> <li>• Leaving class without permission</li> <li>• Unauthorized riding of bikes, skateboards etc, in the school ground</li> <li>• Running in the school buildings</li> <li>• Climbing trees, roofs or structures other than designated playground equipment</li> <li>• Being in school buildings without teacher supervision</li> <li>• Tackle football, or similar games</li> <li>• Violence-based games</li> </ul>
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### **Personal Items and Belongings**

Students are not permitted to bring to school: Weapons or dangerous objects or materials; Electronic games; Jewellery (except as allowed by the Uniform Policy); Expensive personal belongings; Pets; Personal iPads or other devices unless suitable to Stage 6 BYOD.

Mobile phones brought to school must not be used without teacher permission.

Authorised medications required to be taken during the school day must be handed in at the front office with a medication plan. (Unless exception eg asthma puffers)

**Out of Bounds Areas:** Internal roads, storage sheds; Out of direct vision; Car parks; Classrooms without supervision

### **Attendance**

Students shall be punctual and shall attend all classes.

Students who arrive late to school must sign in at the School office in accordance with the Attendance Policy.

Students shall not leave the school grounds during the day except on official school excursions, unless they have a note from their parents to leave early .

### **Classroom Expectations:**

#### **Primary School:**

1. Keep your hands and feet to yourself
2. Be kind, speak kind
3. Always do your best work
4. Always listen to and obey your teacher

#### **Secondary School**

1. Be punctual and prepared to learn
2. Listen to and obey the teachers' instructions
3. Be kind and respectful
4. Diligently produce quality work

**Students Travelling by Bus:**

Wait in designated area for bus travellers	Protect bus property and report any vandalism
Show travel passes to the driver on boarding and when requested	Behave appropriately at all times (no offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus)
Wear full school uniform when travelling by bus	Behave safely at all times
Maintain possession of the travel pass at all times	Keep arms, legs and other parts of body inside the bus
Respect the needs and comfort of other passengers	Follow the driver's instructions about safety on the bus
Adhere to bus operator rules about eating and drinking on the bus	Only attract the attention of the bus driver in case of an emergency

## APPENDIX E: Statement of Faith



### Statement of Faith

<b>Preamble</b>	This Statement of Faith outlines what we believe as we engage in the task of Christian education. This is the faith on which our school was founded. This is who we are; this is what we practice, teach and promote.
<b>An Open Enrolment Clause</b>	As an open enrolment school, we recognise that our student and parent community includes a variety of faith and lifestyle beliefs. All are welcome in our school. Nevertheless, it is important when joining the school community, that families understand what the school promotes, practises and teaches. We recognise the right of parents and students to hold different positions on lifestyle or faith as private matters.
<b>God</b>	<ol style="list-style-type: none"><li>1. There is one God who is three persons: Father, Son and Holy Spirit.<sup>1</sup></li><li>2. God created the world and He created us to be His people. God loves us and is our Father in Heaven. He is Lord over all and provides us with everything we need. God reveals Himself to us most of all through His Son Jesus Christ, through His Word in the Bible and through His creation.<sup>2</sup></li></ol>
<b>The Bible</b>	<ol style="list-style-type: none"><li>3. The Bible is God's written Word, spoken by God through the people who wrote it. Because of this we can trust the Bible in everything we believe and do. In the Bible, God tells us how much He loves us and how He wants to be with us forever, as His family. The Bible guides and directs us on how God wants us to live. It tells us what God is like and that His plan for us is good.<sup>3</sup></li></ol>
<b>Life before God</b>	<ol style="list-style-type: none"><li>4. God is Holy and His law is perfect. God created humanity, both male and female, in His own image. Since the beginning when Adam and Eve disobeyed God, all people have broken God's laws. This is what sin is. God is offended when we break His laws. Unless we turn to Him and ask His help to turn away from our sin, we will be separated from Him.<sup>4</sup></li><li>5. But God loves us and does not want to be separated from us. God wants us to be in His family. He wants us to honour Him because He made the world and He rules over the world. He wants us to learn about Him from the Bible. He wants us to talk to Him and enjoy being with Him.<sup>5</sup></li></ol>

<sup>1</sup> Deut. 6:4, Matt. 28:19, Mark 12:29, John 14:8–18

<sup>2</sup> Gen. 1, Ps. 19:1–4, Ps. 33:6, Rom. 1:20, Heb. 1:1–4

<sup>3</sup> Deut. 10:12–13, 2 Tim. 3:16–17, 2 Peter 1:19–21

<sup>4</sup> Gen. 1:27, Rom. 1:18–32, Rom. 5:12–14, Rom. 6:23, Eph. 2:3

<sup>5</sup> John 14:1–3, Rom. 3:22–24



	<p>6. God's plan is to welcome us into His family again. This happens when we trust in Jesus. Jesus is God. He came to earth as a man and taught people about God. Jesus lived exactly how God planned for Him and never broke God's law. Jesus took the consequences for our sin when He died on the cross. Because of this, God promises He will forgive us when we turn to Him and away from our sin. Believing in Jesus and why He died for us is the only way we can be in God's family again.<sup>6</sup></p> <p>7. Jesus died for us, but that was not the end! Jesus also rose from the dead. He is alive again! Jesus is Lord of all. He broke the power of sin and death. The Bible says Jesus is now in Heaven. He rules over the world with God. Jesus is preparing a place for every person who trusts in Him.<sup>7</sup></p> <p>8. Because Jesus is God's Son and the ruler of everything, we can be sure His promises are true. Jesus sent the Holy Spirit to help us believe God's promises and to understand the Bible. The Holy Spirit helps us believe in Jesus. The Holy Spirit helps us see all the things we do that break God's law, and helps us to be more like God wants us to be. He encourages us to do God's work here on earth. God is bringing His world back to Himself and wants us to participate with Him in this work. One day Jesus will return to this world, and everything will be made new and right.<sup>8</sup></p> <p>9. God wants us to tell all people in the world about how much He loves them. God wants us to tell all people about how He is the ruler of the world. God wants us to tell all people about Jesus and why He died. Every person who puts their trust in Jesus becomes part of God's family, called the church.<sup>9</sup></p> <p>10. The Bible says that God's promises are for all people who believe in Him. This means Christian parents want to teach their children to know and love God too. God's best plan for children is that they grow up in families. The Bible teaches that families are formed through marriage and tells us that marriage is a commitment between one man and one woman, to the exclusion of all others, that is intended to last for life and is the rightful place for sexual activity and procreation.<sup>10</sup></p>
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<sup>6</sup> Matt. 20:28, 2 Cor. 5:21, 1 Tim. 2:5-6, 1 Peter 2:22-24

<sup>7</sup> Matt. 28:18, Luke 24:36-43, John 5:21-23, John 14:2-3, 1 Peter:1:3

<sup>8</sup> John 14:16-18, John 15:26, 1 Cor. 2:9-10, 1 Cor. 12:3, Titus 3:3-8

<sup>9</sup> John 14:16-18, John 15:26, 1 Cor. 2:9-10, 1 Cor. 12:3, Titus 3:3-8

<sup>10</sup> Gen. 1:27-28, Gen. 2:24, Gen 17:7, Matt. 19:4-6, Matt. 19:14, Acts 2:39, Eph. 5:22-32

<b>A Christian</b>	11. A Christian is someone who trusts in God's gift of Jesus Christ as his or her Saviour and who strives to follow Jesus' example in every area of life. Christians respond to God's grace and accept God's call to acknowledge and follow Jesus Christ as Lord. Christians seek to live authentic biblically grounded lives in community with other believers, dependent on the Holy Spirit, and across all spheres of life, including education. <sup>11</sup>
<b>Christian Schools</b>	<p>12. Christian schools partner with families in teaching children that the world and everything in it belong to God. Christian schools weave this understanding all through their curriculum and in their everyday practices.<sup>12</sup></p> <p>13. God wants His family to protect and nurture every person as an individual who has dignity and worth from before they are born. He wants His people to work for justice in every society and to protect and care for His creation. He wants us to love others as He loves them.<sup>13</sup></p> <p>14. This is God's world and Jesus Christ is at the heart of all things. Jesus is the ruler and King of everything we do. He is Lord in our schools, in our homes, in our lives and in our hearts. Everything we do can be done with thanks for everything God has given us as an act of worship to Him.<sup>14</sup></p>

I/We declare that I/we support the Statement of Faith of Richmond Christian College as outlined above and understand that my/our child/ren's education will be within these biblical principles.

Parent 1 Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2 Signature \_\_\_\_\_ Date: \_\_\_\_\_

<sup>11</sup> John 14:16-18 John 15:26 Rom. 6:23, Rom. 12, Titus 3:3-8, 1 Peter 2:21

<sup>12</sup> Deut. 6:6-7, Deut. 10:14, Ps. 24:1, Eph. 6:4

<sup>13</sup> Gen. 1:26-28, Ex. 20:13, Ps. 139:13-16, Micah 6:8

<sup>14</sup> Deut. 10:14, Ps 24:1, Ps 150:6, Eph. 1:20-22, Rev. 5:13