



## **Bishopdale Theological College**

### **CODES OF PRACTICE and CONDUCT**

#### **for a healthy, safe and secure college community**

The environment and common life we create and live out as a college community is a significant reflection of our values and witness. While unforeseen events may always occur, there are general practices and patterns that lay an important foundation for our life together as a Christian community.

#### ***Core value***

We are committed to integrity, transparency and accountability in all relationships. Our words and actions are to be consistent with God's Word and above reproach. We are committed to speaking the truth in love. (Mt 5:13-16; Eph 4:15; Phil 2:14-16)

#### ***Guiding principles***

We are committed as a community to the well-being, safety and security of all members of the BTC community – students, staff, faculty and guests.

This safe environment is important both to individuals and to the college community as a whole.

Every care is to be taken to ensure not only is right conduct and consideration to be observed at all times, but seen to be so – a culture of transparency.

Safety and security has many dimensions, with physical, spiritual, mental, social and relational issues all being recognised.

#### ***Policy issues - code of practice***

##### ***Daytime and office hours***

1. Those present in BEH should advise others present of their presence.
2. Courtesy should be observed in interrupting those working or classes that are underway.
3. Meetings between individuals (especially one to one) should be conducted with a balance of appropriate privacy and transparency – usually with a door at least partially open. Such meetings are always to be conducted in locations where there is line of sight observance.
4. On occasions where the one to one meeting is with opposite sex, another member of staff should be in close proximity, and should never be undertaken when BEH is otherwise unoccupied.

### *Evenings and out of hours*

5. Students, staff and faculty may choose to work within BEH out of hours, but should sign a register when doing so.
6. Those attending out of hours, or when BEH is otherwise unattended, should occupy different work or study space – i.e. a different desk.
7. There is to be no obligation, requirement or expectation for any student, staff or faculty to meet in a one to one capacity when BEH is otherwise unattended.

### *Evening tutorials*

8. Enrolment numbers require a minimum of five before they will be considered for an evening slot in the timetable.
9. Where (for whatever reason) actual tutorial numbers for an evening tutorial are reduced to two (including the tutor), the class will be rescheduled or subject to alternative arrangements as agreed. Students are to advise the tutor by 5 pm at the latest if they are unable to attend the class.
10. Care is to be undertaken in ensuring the safe movement of all female students, staff and faculty to transport at the conclusion of an evening tutorial. Wherever possible, the exit from the building after an evening tutorial should be as a group.

### *Security*

11. Where any student, staff or faculty are working alone in the building, the screen or main door is to be locked (unless there is a reason otherwise)
12. Incoming people should notify anyone already in the building of their presence
13. When exiting BEH and where an individual remains, the departing person should notify the individual of their departure and lock one of the doors on leaving (after checking the remaining person has a key).
14. A spare key is always to be left on site
15. There is to be clear communication as to who is responsible for locking up, and such locking up is to be undertaken according to the checklist at the main door.
16. It is the responsibility of all persons to be familiar with the BEH fire action plan, and to observe this at all times.

### ***Contact persons***

Any matters of concern with regard to safety, security, and healthy practice (as outlined above) may be raised with the Dean, the Registrar, or the Student Representative. Matters relating to the pastoral well-being of college members may be raised with the Chaplains.