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Acknowledgement of Country

Here at Immanuel, we honour the traditional lands of the *Gubbi Gubbi / Kabi Kabi and Wakka Wakka* people, where we live, learn and grow, surrounded by God's beautiful creation.

We recognise the sacred rainforest that has housed living creatures for many generations. We will show our gratitude by continuing to care for all that has come before us.

We acknowledge the ongoing connection to the land and community and pay our respects to Elders- past, present and emerging.

We are committed to walking together in the spirit of learning, truth and respect, under the loving watch of God, our almighty creator.

*Note: Your inclusion in the Acknowledgement depends on which campus you are at.

- Buderim Campus — located on Gubbi Gubbi / Kabi Kabi Country
- Mt Binga Campus — located on Wakka Wakka and Gubbi Gubbi / Kabi Kabi Country



**Immanuel
Lutheran
College**



Revisions Table

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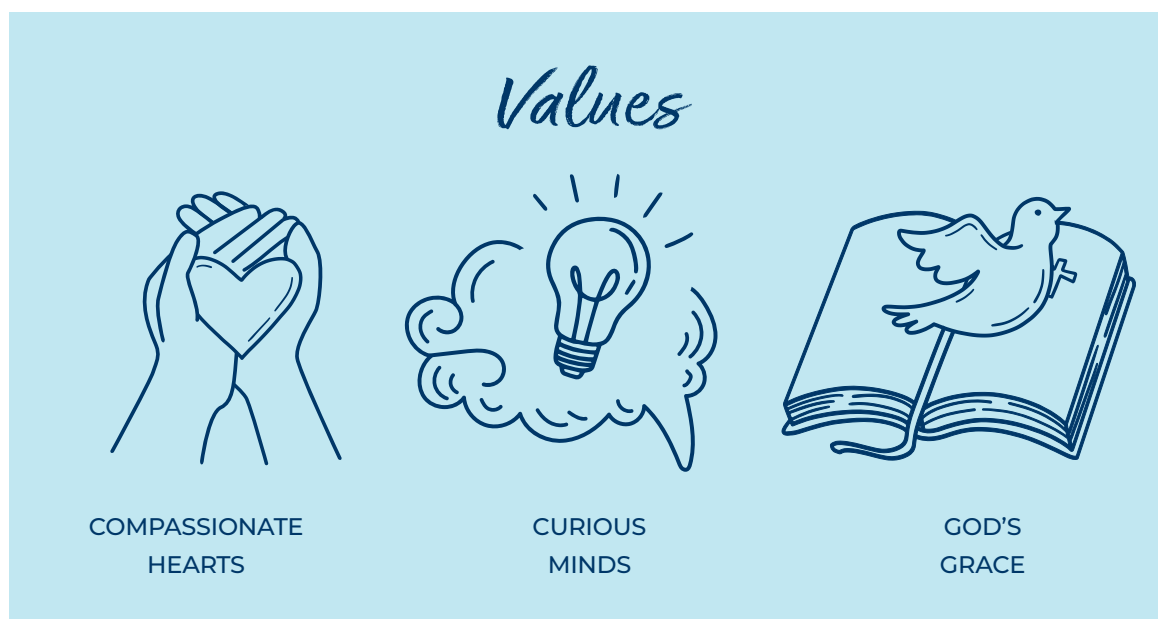
Introduction

Vision

Immanuel Lutheran College is a school where adventurous and inspiring learning ignites limitless possibilities.

Mission

At Immanuel Lutheran College we spark courage through meaningful connections and challenges, never settling for can't.



College Motto

The College motto, Walk as Children of the Light, points us in the direction we must be going. We seek to know Jesus Christ, who is the Light of the World, and to know what it means to be "Children of the Light". The motto tells us then to be what we are, and thus a major objective of the College is to expose its students to the Light of the World and His plan for them.

College Logo



**Immanuel
Lutheran
College**

Our logo shows the Cross of Christ in front of the rising sun. Since the sun gives us light, the logo highlights Jesus as the Light of the World. Light also reveals and exposes, and thus we are reminded to look at ourselves as Jesus sees us. The sun is a symbol of the Sunshine Coast and its surf, sand and enjoyment. The Cross is a symbol of Christ and His love for the World. When these two symbols are put together, we have a picture of Christ in the world where we are.

General Conditions of Employment

Code of Conduct

Immanuel Lutheran College (Immanuel) recognises its responsibility to ensure that all employees understand the College's requirements on ethical issues and expected standards of behaviour. The Code of Conduct provides examples of appropriate and inappropriate behaviour and allows employees to test whether a course of action is consistent with the Code and the values underpinning the College. This document should be seen as one that supplements and supports the LCA Sexual Abuse Policy.

In considering the expectations of employees, we are reminded of how we are the body of Christ - 1 Corinthians 12:25 - 26:

"...its parts should have equal concern for each other. If one part suffers, every part suffers with it; if one part is honoured, every part rejoices with it."

As an organisation, each staff member has their individual role to do, but at all times working in collaboration and consultation with others, support the College and their colleagues.

The key elements of the Code of Conduct are:

- Act with honesty and integrity.
- Respect confidentiality at all times.
- Show full duty of care at all times.
- Model responsible personal behaviour.

Aspects of Professional Competence that are expected of staff include:

- High levels of skill and competence in your area.
- Love of working with children/young people.
- Punctual and unfailing in meeting deadlines.
- Professional relationships with parents and colleagues.
- Respectful of authority.
- Supportive of the Christian ethos and practices.
- Willing involvement in cocurricular activities.
- Ongoing professional development and commitment to lifelong learning.
- Technologically competent.

A full copy of the College's Code of Conduct (College Community) Policy is located on ERM, and on the College website [here](#).

Inclusion Policy

As a Lutheran school, we seek to follow the example of Jesus, who calls us to welcome and accept others, especially those who may be different from ourselves. At Immanuel, this means showing respect, integrity and compassion to every person, and doing so with love. Our College is a place of safety, belonging and inclusion for all.

The College is committed to supporting and respecting every student, and we encourage all

members of the Immanuel community to do the same. Our aim is to provide an environment where everyone feels valued, included and respected.

This commitment is grounded in the values of Immanuel and the Lutheran Church, and guided by the legislative and regulatory frameworks that apply within Queensland and Australia.

A full copy of the Inclusion Policy is located on ERM, and on the Staff Hub SharePoint Page [here](#)



General Duties of Teaching Staff

- Support the Christian ethos and values of the College in all aspects of their work.
- Provide high-quality teaching and learning programs that meet the needs of students and complies with college expectations.
- Supervise students responsibly, ensuring their safety and wellbeing.
- Participate fully in the life of the College, including worship, assemblies, events and cocurricular activities.
- Communicate regularly and respectfully with parents, carers and colleagues.
- Carry out responsibilities as directed by the Principal or relevant College leadership staff.
- Contribute to ongoing professional learning and share expertise with colleagues.
- Collaborate effectively with other staff to support student learning and College initiatives.
- Maintain accurate records as required (attendance, assessment, reporting).
- Participate in staff meetings and planning sessions.
- Support and work with members of the College staff across all departments.



Enterprise Agreement

Terms of employment at Immanuel are based on the conditions prescribed in the Queensland Lutheran Schools Enterprise Agreement 2024. This is a collective agreement for all Lutheran schools in Queensland. A copy of this agreement can be found on the LEQ website or via the link [here](#).

National Employment Standards (NES)

Copies of the National Employment Standards can be found via the link [here](#).

Staff Absence and Supply Procedures

ALL STAFF are asked to complete the electronic leave application form within 48 hours of their return to work. The form is available on the Staff

Hub SharePoint page and should be directed to the relevant Head of Sub-School, Line Manager, or the Head of Business Operations.

Planned Absences

Staff who know in advance that they will be absent should:

- Inform their relevant Head of Sub-School, Line Manager, or the Head of Business Operations before applying for leave.
- Complete the electronic leave application form on the Staff Hub landing page (ERM tab) and direct it to the relevant person.
- Ensure learning programs and responsibilities are ready to be covered:
 - - **Primary staff:** Leave a daily program on the classroom teacher's desk or upload through SEQTA so that supply staff can access it.
 - - **Secondary staff:** Complete the Class Notes section via the SEQTA learning program and confirm via supervisions@immanuel.qld.edu.au that this has been done on the day of the absence. Include any additional duties scheduled that day (e.g. yard duty).

Primary School – Unexpected Illness or Emergencies

If you are unexpectedly unwell or unable to attend work:

- Email supervisions@immanuel.qld.edu.au before 6.30am. If you do not receive a response, please call the Head of Primary on M: 0407 749 367.
- Ensure a daily program is available for supply staff (either via email above or already at the College).
- From 8.00am, phone the Primary School Office on T: 5477 3402 with any further instructions.
- Include in your program: timetable and any changes (e.g. non-contact time), playground/bus duty, and notes on particular student needs or concerns.

Secondary School – Unexpected Illness or Emergencies

If you are unexpectedly unwell or unable to attend work:

- Email supervisions@immanuel.qld.edu.au before 6.30am.
- Complete the Class Notes section in the SEQTA learning program. Include notes on particular students or concerns in the class notes.
- Note any additional duties for that day (e.g. yard duty).

Support Staff – Unexpected Illness or Emergencies

- **LED Aides / Primary and Secondary Teacher Aides:** Email supervisions@immanuel.qld.edu.au before 6.30am, include any scheduled duties (e.g. yard duty), and ensure class notes are entered into SEQTA or provide a daily plan if required.
- **Other support staff:** Phone your Line Manager before your usual starting time to advise of your absence.

Payroll

All staff are paid fortnightly.

Staff who need to submit timesheets must ensure these are received by Payroll no later than 10.30am on the Tuesday of pay week. Incomplete timesheets cannot be processed.

Time Off in Lieu (TOIL) must not be accrued unless prior written approval has been given by your Line Manager and/or Head of Sub-School.

Where TOIL is approved, accurate records must be maintained and supplied to Payroll.

Staff Dress Guidelines

At Immanuel, we expect staff to present themselves in a way that reflects their professional role and the College's values. A neat and professional standard of dress helps set the tone in our school environment.

Staff should role model similar standards of dress required of students. For example, wearing a hat when outdoors if students are required to, or wearing a tie when it is part of the student dress code.

Some roles require alternative attire for safety and practicality. For example, Physical Education, Design Technology, Cleaning and Property Maintenance staff may wear

corporate polos or similar, with HPE staff permitted to wear tailored shorts in summer.

If you are unsure about expectations, please seek clarification from your Line Manager.

Dress must comply with Workplace Health and Safety requirements.

Staff are required to wear College-issued identification (name badge and/or photo ID card) during the school day. Replacement cards or badges can be provided, though repeated replacements may attract a fee.

Further details can be found in the Staff Dress Guidelines located on ERM in the documents module [here](#).

Staff Discounts on College Tuition Fees

The College offers a 25% discount on tuition fees for employees who have enrolled their children at Immanuel.

Eligibility requirements:

- Staff must hold a minimum 0.5 full-time equivalent (FTE) role.
- Staff must be employed for at least four consecutive terms in one engagement.

Please note:

- The staff discount overrides other concessions (such as sibling discount).
- The discount applies to tuition fees only and not to levies or other charges.
- The maximum discount available is 25% per family.
- If employment with the College ceases, the discount no longer applies.

For more information, please contact the Principal or Head of Business Operations.

Welfare Services

Social Activities and Events

At various times throughout the year, the college will coordinate opportunities for social interaction and fellowship. This may include shared meals on some professional development days, annual Staff Appreciation Day, Staff Christmas Lunch, opt in social activities that are held after hours and various sub school and departmental activities.

The aim is to provide opportunities for fun, connection and community.

Counselling and Support Services (Chaplain, Counsellor, Contact Officer)

A range of wellbeing services are available for staff, students and families within the Immanuel community. If a student requires additional support, please refer them to our Counselling and Support Services team.



Employer Assistance Program (EAP)

The College provides an Employee Assistance Program (EAP) through Telus Health, available free of charge to all employees and their families. This service offers confidential, professional counselling and coaching support.

To access, download the **Telus Health One app**, call 24/7 **1300 361 008** or log in at **www.one.telushealth.com**

The college details for all staff are:

Username: immanuellutherancollege

Password: Immanuellutherancollege01

All interactions with Telus Health are strictly confidential. The College only receives an annual usage report, which does not include any personal details.

Food for Families

In times of medical emergencies, family tragedy or financial hardship, the Food for Families service provides practical support in the form of meals. This initiative, coordinated by the Parents and Friends Community and administered by the College Chaplain, helps families and staff members when they need it most.

If you become aware of someone who may benefit from this support, please contact our College Chaplain, who will reach out and coordinate the assistance.



General Operational Matters

College Events

Teaching Staff are expected to attend a number of events scheduled outside of class time, which may include but not limited to the following:

- **Parent Information Evenings**
- **Parent/Teacher/Student Interviews**
- **Twilight Concert**
- **Artists on the Horizon /
Fruehlingsfest / Winter Fest**
- **Awards and Graduation Ceremonies**
- **New Student Orientation and
Transition events**
- **Primary School Celebrations of
Learning**
- **Support for College Social and
Academic Programs**

For further information refer to Schedule 6 of the Queensland Lutheran School Enterprise Agreement 2024 which is located [here](#).

College Shop (Ext 457)

The College Shop provides uniforms and stationery for students and staff.

Opening hours: Monday, Wednesday and Friday 7.30am–11.30am; Tuesday and Thursday 7.30am–4pm.

Ordering: Orders can be placed via Flexischools. Primary student orders are delivered to teachers' pigeonholes, while Secondary students collect their orders directly from the Shop.

Staff supplies: Tea, coffee and sugar are available for staff to collect during trading hours.

Cafe on the Green (Ext 456)

The Café is open **7.30am–3.30pm** daily.

- Staff may order food via Flexischools or directly over the counter.
- The Café operates as a **cashless service**.
- Catering and staff room supplies can be requested through [Chiffonade](#).

For College functions, please provide at least **five days' notice** and include as much detail as possible to ensure catering needs can be met.

Technology Services (Ext 472)

Technology Services manages the College's network, software, hardware and communications systems.

- Network access is created at the time of employment. New staff must visit Technology Services to activate passwords and account security.
- College devices are provided for professional use as the primary function.
- All staff must sign the Immanuel **Internet User Agreement (Staff)** prior to commencing employment. This outlines acceptable standards of network use.

Requests for support:

- Email requests to ithelpdesk@immanuel.qld.edu.au
- This generates a ticket confirming submission and a response will follow.
- The Helpdesk email address is also available in the College Outlook address book.

SEQTA and Synergetic

Immanuel uses **SEQTA** and **Synergetic** as its key learning management and administration systems.

- All staff are expected to become familiar with these platforms, as they are the main source of student records, parent communication and financial information.
- Access is provided on commencement of employment, with updates made as roles or responsibilities change.

SEQTA Records:

- Entries are professional records and therefore must remain succinct and confidential.
- Notes may include educational, wellbeing or health information, and can be subpoenaed by the courts (most often in custody or family-related cases).
- Behavioural entries must follow the incident, action, communication format:
 - Incident – a brief description of what occurred.
 - Action – how you responded.
 - Communication – who was notified.

Maintaining clear and professional records ensures consistency and supports the high standards of the College.

Enterprise Risk Manager (ERM)

The College's full library of policies, procedures and guidelines can be found on **ERM**. Links to these documents, along with ERM forms, are available through the **Staff Hub SharePoint Page**.

If you have trouble locating a particular document, please contact **IT Services (Ext 472)** for assistance.

Leaving Campus

Sometimes it may be necessary to leave campus briefly during non-contact times. If you need to do this, please:

- Sign the staff register at your relevant Sub-School Office or Main Reception.
- Notify the office again when you return.

This ensures that all staff can be accounted for in the event of an emergency.

Outdoor Education

Outdoor Education is an important part of the Immanuel experience, and staff play a key role in supporting these programs.

- **Secondary School Outdoor Education** is coordinated by **Cameron Roach** Ext 469 or via email: roachc@immanuel.qld.edu.au.
- **Primary School Outdoor Education** is overseen by the **Head of Primary (HOP)** Ext 402 hayatj@immanuel.qld.edu.au.

The **Outdoor Education Guidelines** are available on the **Staff Hub SharePoint Page**.

Photocopying

Creating and leaving a light footprint, along with respect for the natural environment are core values of the college. To reduce our environmental footprint, staff are encouraged to minimise printing and use electronic alternatives whenever possible.

- Fujifilm Multi-Function Printers are available across campus.

- A **Staff ID Card** is required to release print jobs or to use copy/scan functions.
- Print jobs not released within **24 hours** will be automatically deleted.
- Jobs can be released from any connected Fujifilm printer.
- Please avoid sending large print runs at peak times, as this can hold up others.

Important reminders:

- Copying should only be for College-related material.
- Requests for copying or classroom resourcing (Prep–Year 12) can be made via the **ERM Printing and Request Form** on the **Staff Hub SharePoint Page**.

Copyright

Before using, reproducing or distributing any published work, staff must first check whether the work is protected by copyright.

- If the work is protected and your intended use is not covered by a statutory exception or an existing licence, the College must obtain permission directly from the copyright owner.

- The official guide to copyright in Australian schools can be found on the **Smartcopying** website: www.smartcopying.edu.au.
- The College Copyright Officer is **Kelly Dunham, Innovation Hub Coordinator (Ext 437)**.

Department/Year Level Budgets

Each year, the College Council approves a budget to ensure financial stability and ongoing viability.

- Curriculum Leaders (Secondary School), the Head of Primary, the Head of Secondary and Departmental Heads (e.g. Maintenance, Cleaning) are responsible for managing their allocated budgets.
- Expenditure above an approved budget must first be authorised by the **Head of Business Operations**.
- Budgets are set on the principle that expenditure benefits the current year's students and is not carried forward to future years.





Purchasing Procedures

- Purchasing goods and services is an important part of supporting curriculum and College operations.
- All purchases must be supported by an **approved Purchase Order in Alii** before an order is placed.
- Approvals are processed in line with the Delegations of Authority table.
- For assistance with purchasing or with Alii, contact the **Business Office (Ext 435)** or email business@immanuel.qld.edu.au.
- Reimbursements are requested through Alii and sent to the relevant Head of Sub-School or Line Manager for approval.

First Aid Qualifications

- The College provides time for you to obtain your qualification or recertification and covers training costs on a cyclical basis.
- Updated certificates should be uploaded to your personnel file after recertification so staff records remain current.

Lost Property

Any lost property should be:

- Returned directly to the student (via their Class Teacher or Home Group Teacher), or
- Passed on to **Student Services** for collection.

Personal Property (including vehicles)

- Any personal property brought onto campus or taken on College excursions is at the owner's risk. This includes private vehicles. The College cannot accept responsibility for loss, theft or damage.
- All electrical items brought to the College must be tested and tagged before use. This process is carried out annually on a building-by-building roster. Items should not be used until they have been tested.

Student Dress and Appearance Standards

All students at Immanuel are required to wear the College uniform as described in the Dress and Appearance Standards. Parents agree to these standards as part of the enrolment process.

Students must wear the uniform correctly, without mixing formal and sport uniform items.

The purpose of the Dress and Appearance Guidelines is to:

- Support a positive and respectful learning environment for all students.
- Encourage personal pride and responsibility.
- Build a strong sense of College pride and community spirit.

All staff share responsibility for observing and reinforcing these expectations. Staff should remind students of uniform requirements when needed and follow the Sub-School procedures if breaches occur. Ongoing concerns are to be referred to House Leaders (Secondary) or the P-6 Director of Wellbeing. The Principal has the discretion to vary uniform expectations in exceptional cases.

The Student Dress and Appearance Guidelines can be found - [here](#).



Secondary School Standards

The Immanuel Way [here](#) outlines the expectations for students in regard to learning behaviour and their care for self, others and the environment. This includes upholding all College guidelines including, but not limited to the student dress and appearance standards [here](#), Mobile phone and device guidelines [here](#) and building responsible behaviour [here](#).

Student Expectations for Device Use

- Devices must be brought to school fully charged each day.
- Personal files or applications must not

interfere with the performance or storage needed for schoolwork.

- All schoolwork must be saved to the cloud (OneNote).
- The Building Responsible Behaviours framework and ICT Acceptable Use Guidelines apply at all times.
- Any theft or damage must be reported immediately to Technology Services.

Students are responsible for the security of their devices at all times. The College does not accept responsibility for replacing lost, stolen or damaged devices.



House System

All staff and students are allocated to a House when they join the College. Siblings are placed in the same House.

Houses meet regularly to prepare for events such as Swimming, Athletics and Cross Country Carnivals and House Has Talent. Points from these events contribute to the annual **Champion House** award.

The House system connects students across year levels and provides opportunities for belonging, responsibility and leadership.

- **Primary School Houses:** Focus on participation, teamwork and community spirit.
- **Secondary School Houses:** Provide pastoral care through a vertical House structure, with a focus on engagement, relationships, community and service.

House Groups in Secondary include personal and academic mentoring. Senior students are

given formal opportunities to mentor younger peers, strengthening connections and leadership across the College.

The College currently has four Houses, named after local islands:

- **Bribie**
- **K'gari**
- **Moreton**
- **Stradbroke**

Student Parking

Students who drive to Immanuel may park in the grounds of the Maroochydore Rugby League Club, adjacent to the Wisers Road entrance. Parking on campus is not permitted unless specific permission has been granted.

Before using the Rugby League car park, student drivers must provide the Secondary School Office with details of their vehicle (registration, make and model) and the names of any regular passengers. These details must be supplied for all vehicles a student may use.



Transporting students in staff vehicles

As a general rule, private vehicles should not be used to transport students. This protects both staff and students.

In the rare situations where a private vehicle is required:

- The vehicle must be roadworthy, registered and appropriately insured.
- The driver must hold a valid licence for the class of vehicle.
- The number of passengers must not exceed the seatbelt capacity.
- There must always be at least **two students** in the vehicle driven by a staff member.

Parental consent must be obtained in advance if students are to travel in private cars driven by staff, parents or other approved adults.

Students may sometimes use their own vehicle with prior approval from the Head of Secondary School. The same requirements apply: parental consent, valid licence and current registration. Staff should monitor these arrangements carefully.

Children in Staffrooms

As a general rule, students are not permitted in staffrooms. In rare cases where a staffroom is the only available space, a student may enter briefly for a specific purpose. Staff must ensure they are not alone with a student in a staffroom.

Staff should also avoid bringing their own children into staffrooms before or after school or on weekends.

- In individual offices or classrooms, staff may invite their own children in for a short time if necessary.
- These spaces must not be used by



students as waiting areas before or after school, or as a place for homework.

- Students are not permitted to use staffroom or office technology or devices. Under no circumstances should students connect a personal device (e.g. laptop) to the College network.

Students who need supervision outside regular school hours should attend **Outside School Hours Care (OSHC)**.

Smoking and Vaping

Immanuel is a **smoke-free and vape-free environment** at all times.

College Letterhead – Correspondence to Families

All correspondence using official **College letterhead** must follow the **College Branding Style Guide**. For guidance, please contact

Director of College Development, Kylea Wilson (Ext 448).

Use of letterhead is limited. Letters requiring it should be issued through the Sub-School Offices, the Business Office, or the Principal's Office.

Communication

All House Group teachers (Secondary) and Classroom teachers (Primary) are expected to maintain regular contact with the parents of their students. At the start of each school year, or within two weeks of a new student enrolling, teachers are expected to make initial contact with parents.



Telephone Calls and Emails

- College phones are provided for staff to communicate with parents and the community. Limited personal use is acceptable provided it does not interfere with responsibilities.
- Staff will respond to calls and emails within two working days (48 hours).
- Staff are not expected to send or reply to communications outside regular business hours.
- Phone calls will not be put through to teachers during class unless it is an emergency. Messages will be taken and forwarded via email.
- Staff should keep personal mobile phones on silent or switched off during teaching hours.
- Teachers are expected to check emails, pigeonholes and Teams (Secondary) regularly for important messages.
- Students may make calls to parents from the Primary or Secondary School Office.

College App

The Immanuel Lutheran College App provides families with up-to-date information on events and daily activities.

- The App can be downloaded free from the Apple App Store or Google Play.
- Parents can access SEQTA Engage from the Parent Portal within the App.
- Parents are encouraged to adjust their notification settings to receive the updates most relevant to their child/ren.





Weather Events

Regular College routines can be disrupted by extreme weather. Staff are expected to follow directions as advised by College leadership.

Significant rainfall will instigate wet weather arrangements during break times. Each duty area is assigned an undercover alternative in such events and is outlined on the Yard Duty Roster. Students will be notified by the screens across the campus, student notices, email, and/or use of our PA system. Staff will be advised by email.

Should the Bureau of Meteorology issue a weather warning, e.g. storm, staff and students may be directed to take shelter, including during afternoon pick-up times. The College will notify parents via the College App in such circumstances.

In cases of extreme hot weather, the College will enact alternative arrangements during breaks, such as restricting access to the oval or ballcourts and providing access to air-conditioned spaces.

Other measures include:

- Limit physical activity e.g. during HPE classes
- Provide regular drink breaks
- “If the ambient temperature is over 36 degrees Celsius and the relative humidity is over 30%, there is an extreme risk of heat illness. Planned vigorous, sustained physical activity should be postponed to a cooler part of the day or even cancelled.” (Sports Medicine Australia Extreme Heat Policy, 2025)
- Students with signs of heat-related illness are to be referred to Student Services

College Routines

Primary School

| Time | Lesson | | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|--------------------------|----------------|--------|---------|-----------|----------------------------------------|-------------------|
| 8.30 | Pastoral Care / Devotion | 10 mins | | | | | |
| 8.40 | Lesson 1 | 45 mins | | | | | Worship 8.45am |
| 9.25 | Lesson 2 | 45 mins | | | | | |
| 10.10 | Lesson 3 | 40 mins | | | | | |
| 10.50 | FIRST BREAK | 40 mins | | | | | |
| 11.35 | Lesson 4 | 45 mins | | | | | |
| 12.20 | Lesson 5 | 45 mins | | | | | |
| 1.05 | SECOND BREAK | 30 mins | | | | | |
| 1.35 | Lesson 6 | 40 mins | | | | Years 4-6 SCISSA (1.35pm-2.55pm) | |
| 2.15 | Lesson 7 | 45 mins | | | | | |
| 2.55 | Pastoral Care | 5 mins | | | | | |



Secondary School

| Time | Lesson | | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|---------------|----------------|---------------------------|---------|--------------------------------|----------|--------------------------------------------|
| 8.25 | L1 + L2 | 80 mins | | | | | |
| 9.45 | L3 | 45 mins | Worship Years 7-9 | | | | Worship 8.45am |
| 10.30 | RECESS | 25 mins | | | | | |
| 10.55 | L4 | 10 mins | House Group | | | | |
| 11.05 | L5 | 45 mins | Worship Years 10-12 | | Assembly/ House Rotation | | |
| 11.50 | L6 | 40 mins | | | | | |
| 12.30 | L7 | 40 mins | | | | | |
| 1.10 | LUNCH | 40 mins | | | | | |
| 1.50 | L8 + 9 | 80 mins | | | | | Years 7, 8 & 9 Sport & Activities |

Primary and Secondary School Worship

Primary School Worship is on Friday mornings in the Worship Centre, as follows:

- **Prep-Year 6:** 8.45am

Secondary School Worship is on Monday, in the Worship Centre, as follows:

- **Years 7-9:** 9.45am
- **Years 10-12:** 11.05am



Devotions

In classrooms:

- Primary teachers lead classroom devotions each morning, sometimes as part of a year-level devotion. Every classroom should have a dedicated worship space.
- In Secondary, Home Group teachers read daily devotions at 8.25am as part of notices.
- In the Primary School, Grace is said before lunch and a closing prayer is shared at the end of each day.

Assemblies

Assemblies are an important part of College life where we share information, celebrate student achievements, and mark special events such as Academic Awards, ANZAC Day Services, the Blazer Ceremony and the Induction of House Captains.

Staff Devotion/ Briefing

Primary: Staff briefing/devotion each Monday at 8.00am and devotion on Friday at 8.00am.

Secondary: Staff briefing every Monday at 8.05am. Attendance is expected, except for part-time staff by arrangement with the Head of Secondary School.

Principal's Briefing: Each Wednesday at 8.05am in the KLT (combined with P-12 Devotion). Attendance is expected for all full-time staff rostered at that time. Part-time staff not rostered are warmly invited, though not required.

Staff Meetings

Meetings are held from 3:20pm to 4:45pm on Tuesdays unless otherwise advised. These meetings will include Primary and Secondary meetings P-12 meetings, Year Level meetings, Department meetings and Professional Learning activities. The agenda or focus for the meeting will be determined at the beginning of each term and where possible indicated on the term calendar. Any absences from meetings must be approved in advance by the appropriate Head of Sub-School.

Curriculum Leaders, Pastoral Leaders and the Secondary Leadership Team meetings will meet on Monday afternoons from 3.30pm to 5.00pm according to the Staff Meeting Schedule, which is distributed at the start of each term.

Cocurricular Activities

Immanuel offers a wide range of cocurricular activities across both Primary and Secondary Schools. These programs are only possible with the active involvement of staff.

- All teaching staff are expected, as outlined in the Code of Conduct, to support at least one cocurricular activity. Non-teaching staff are actively encouraged to also take on a cocurricular role.
- A list of activities and coordinators is available on the College website.
- An ex-gratia payment system recognises the additional time staff give to run these activities.

For details about the program or the ex-gratia system, please speak with the relevant Head of Sub-School or the Head of Business Operations. The **Cocurricular Guidelines** are available on the **Staff Hub**.

Assessment

Assessment is the purposeful, ongoing collection of information about student learning.

- **Prep–Year 10:** Most assessment tasks are completed within scheduled lessons.
- **Years 11–12:** Assessment follows strict Queensland Curriculum and Assessment Authority (QCAA) requirements. Senior students have designated examination blocks and may be granted study-at-home privileges.

The Year 7-12 Assessment Guidelines: [here](#) are designed to ensure fairness and equity for all students.

Reporting:

Student achievement is reported using evidence-based, criterion-referenced standards, aligned with the assessment program.

Excursions and Camps

Staff leading excursions and camps are responsible for ensuring that all College guidelines are followed and that proper care and supervision are maintained at all times. Duty of care requires staff to take reasonable steps to protect students against any foreseeable risk of injury or harm.

The Principal and Heads of Sub-School will ensure that all staff are aware of these responsibilities.

Important points to note:

- Duty of care cannot be delegated to support staff, volunteers or external providers. Teachers remain responsible for student supervision.
- Waiver forms or contracts must be referred to the Head of Business

Operations or the Principal. No other staff may sign on behalf of the College.

- Correspondence to families must be drafted by the teacher in charge, provided to the Head of Sub-School when the excursion application is submitted, and then sent from the relevant Sub-School Office.
- Students are expected to wear the formal College uniform on excursions unless the Head of Sub-School approves the sports uniform due to practical or physical activities.
- A mobile phone must be taken on every excursion. Staff may request a College mobile phone from the IT team if they are not using their own.

Further details are in the **Excursion Guidelines** available on **ERM**.



The Immanuel Way Culture of Kindness

Respect and Care for Self, Others and Environment

Me (Self)

- Growth Mindset
- Play Safely
 - Follow rules and instructions
- Own your behaviour
- Technology is for learning, exploring and communicating
- BE, DO and LOOK your best
- Ready to learn
- 8am - 3pm:
No Phone Zone



Others



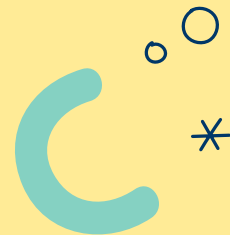
- Build trust
- Show kindness
- Repair harm
- Be polite
- Everyone belongs
- Hands off, Feet off
- Attitude of Service
- Everyone deserves to feel safe, valued and cared for



Environment

- Care for* Buildings
- Care for* Resources
- Care for* Environment

- Represent the College with pride and dignity always



You are our ambassador!

Be Kind to Yourself



Be Kind to Others



Be Kind to the Environment



The Immanuel Way

Respect and Care for Self, Others and Environment

Be punctual, prepared, and presentable.

This includes being in the right place at the right time with all the necessary equipment and the correct uniform, no matter the lesson or occasion.

Show care and respect for your own and others' property, learning spaces and the environment.

This includes asking before taking, and respecting our physical and natural environment and treating all furniture, equipment and spaces with care.

Adhere to technology use guidelines for school-issued devices.

This includes using your devices and any personalisation such as display images and photos to support and enhance your learning, not for personal entertainment.

Show care and respect for all within the College community including students, staff, parents and guests.

This includes treating others with kindness, helping those in need, extending manners, celebrating those who deserve our attention, and showing respect to those who service our College.

Show respect for learning.

This includes following routines and expectations like waiting quietly outside and respectfully responding to instructions to support the right of every person to learn.

Represent the College with pride and dignity at all times.

This means you are an ambassador for the College, always.

Embrace the no-opt out philosophy to all College classes, activities and events.

Active participation across College events and activities is an investment in both the community and yourself.

Be familiar with and follow College expectations, for example safety.

This includes being aware and adhering to College expectations for example safety expectations, assessment guidelines, mobile phone and device policies.

Be responsible and accountable for your own behaviours and choices.

Owning your behaviours and choices helps to build trust, repair harm and restore relationships.



**Immanuel
Lutheran
College**

Room Etiquette

Please ensure that all classrooms and college facilities are returned to good order once use is finished. This includes cleaning off whiteboard, turning off fans and lights, locking doors. Any student work or college displays must adhere to the college values and ethos, making for a welcoming and inviting space.

Yard Duty

Refer to Yard Duty Procedures P-12 [here](#) for full details.

Yard Duty Expectations of Staff:

- Be punctual and present in your designated duty area.
- Actively monitor student behaviour by moving around and engaging with students.

Expectations of Primary students:

- Stay seated for the entire eating time.
- Ask permission to use the toilet.
- Eat and drink appropriately (no food throwing, no squirting poppers).
- Place rubbish in bins before dismissal.
- Remain seated when the bell rings until dismissed by the staff member, who checks the area for rubbish and belongings.
- Eat their own food only — no trading or sharing.
- Bring a nut-free lunch.
- Wear a hat. Students without a hat are issued a uniform infringement and directed to an undercover play space.

Roll marking

Recording student attendance is a legal requirement.

- **Primary:** Classroom teachers must mark rolls in SEQTA at the start of each day (8.30am).
- **Secondary:** Subject teachers and Home Group teachers must mark rolls at the start of every lesson. The first lesson roll must be completed by 8.35am.

For more detail, refer to the **Managing Student Attendance Procedure** on ERM and the Staff Hub SharePoint Page - [Here](#)



Reporting

Student reports are provided to each year level across the college and include a Report at the end of Semester One and Two.

Parent/Teacher/Student Interviews

Primary School classes generally will conduct interviews mid Term One and first week of Term Three.

Secondary School Parent/Teacher/Student Interviews are conducted in early Term Two and Term Three.

Detailed guidelines for parent/teacher/student interviews can be found [here](#). The Secondary School Parent Teacher Student Interview Guidelines can be accessed [here](#).

Staff Parking

Staff parking is available in various designated areas across campus. Please note:

- Parking is not permitted in the ELC, Admin (L Block) car park, or in the two rows of spaces closest to the Primary School in the Worship car park unless approved by the Principal.
- Staff are allocated a **parking zone** at the beginning of each year and are expected to park within that zone.
- At times, staff may be asked to relocate vehicles to provide additional visitor parking for special events and Worship services. In these instances, an all-staff email will be sent.

College Facilities

Repairs and Maintenance Requests

To lodge a facilities request, complete the Facilities Request Form located on the Staff Hub SharePoint Page. Once submitted, the request is forwarded to the Property Manager for action. You will receive email confirmation once the task has been completed [here](#).

Keys and Access Codes

Keys and access codes are allocated by the Business Office at the start of employment. Access levels are determined by work location and hours of employment.

Security

During school days, the College security system is disarmed at **6.30am** and armed at **6pm**.

On Fridays, buildings are armed at **5.30pm**.

Staff who need access outside these times may use their individual staff code.

An after-hours security access code can be obtained from the Business Office with approval from the **Head of Business Operations** or **Principal**.

Staff members who disarm a building are responsible for re-arming it when they leave.

Cleaning

All classrooms and offices are cleaned daily, based on a predetermined schedule. You can assist the cleaning team by ensuring floors remain free of unnecessary clutter and rubbish placed in the external bins provided. If you notice issues with the cleaning standards in your workspace, please contact **Campus Operations Coordinator** on **Ext 489**.

Borrowing College Property

Staff may borrow College property by completing the **Borrowing of College Plant and Equipment Form** (available on ERM under Facilities).

Please note:

- The Property Manager cannot release property unless this form has been signed by the Head of Business Operations or Principal.

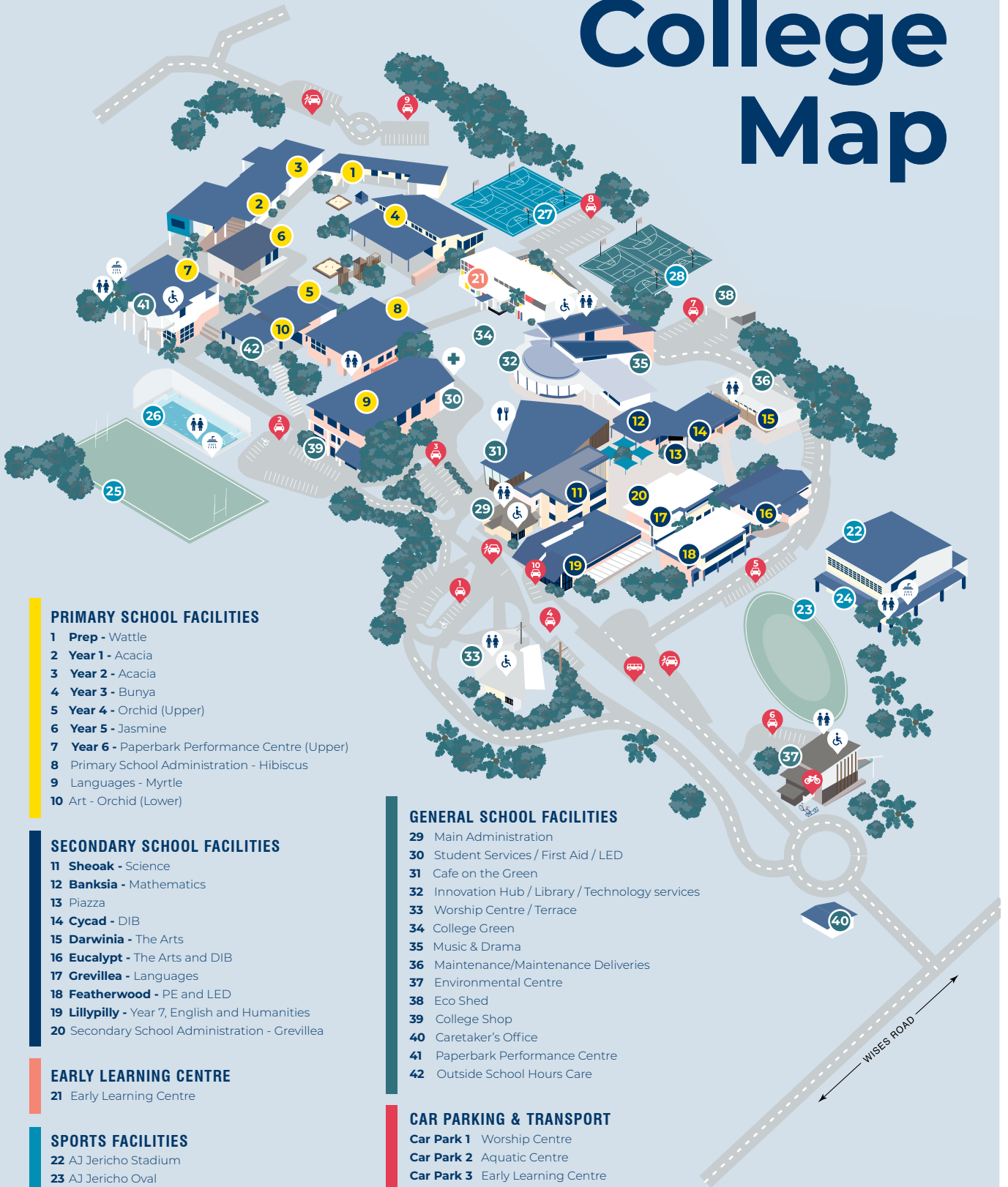
Room Bookings

Shared spaces such as classrooms, meeting rooms, ovals, fields and courts can be booked through the

Outlook calendar.

- When booking a meeting or event, select the required location from the calendar.
- For assistance with availability, please contact the Administrative Services Manager
- For assistance with Outlook bookings, contact **IT Services (Ext 472)**.

College Map



PRIMARY SCHOOL FACILITIES

- 1 **Prep** - Wattle
- 2 **Year 1** - Acacia
- 3 **Year 2** - Acacia
- 4 **Year 3** - Bunya
- 5 **Year 4** - Orchid (Upper)
- 6 **Year 5** - Jasmine
- 7 **Year 6** - Paperbark Performance Centre (Upper)
- 8 Primary School Administration - Hibiscus
- 9 Languages - Myrtle
- 10 Art - Orchid (Lower)

SECONDARY SCHOOL FACILITIES

- 11 **Sheak** - Science
- 12 **Banksia** - Mathematics
- 13 Piazza
- 14 **Cycad** - DIB
- 15 **Darwinia** - The Arts
- 16 **Eucalypt** - The Arts and DIB
- 17 **Grevillea** - Languages
- 18 **Featherwood** - PE and LED
- 19 **Lillypilly** - Year 7, English and Humanities
- 20 Secondary School Administration - Grevillea

EARLY LEARNING CENTRE

- 21 Early Learning Centre

SPORTS FACILITIES

- 22 AJ Jericho Stadium
- 23 AJ Jericho Oval
- 24 Dance Studio
- 25 Main Oval
- 26 Aquatic Centre
- 27 Multipurpose Courts (Blue)
- 28 Multipurpose Courts (Green)



GENERAL SCHOOL FACILITIES

- 29 Main Administration
- 30 Student Services / First Aid / LED
- 31 Cafe on the Green
- 32 Innovation Hub / Library / Technology services
- 33 Worship Centre / Terrace
- 34 College Green
- 35 Music & Drama
- 36 Maintenance/Maintenance Deliveries
- 37 Environmental Centre
- 38 Eco Shed
- 39 College Shop
- 40 Caretaker's Office
- 41 Paperbark Performance Centre
- 42 Outside School Hours Care

CAR PARKING & TRANSPORT

- Car Park 1** Worship Centre
- Car Park 2** Aquatic Centre
- Car Park 3** Early Learning Centre
- Car Park 4** Forest Drive
- Car Park 5** AJ Jericho Stadium
- Car Park 6** Environmental Centre Parking
- Car Park 7** Maintenance/Contractors
- Car Park 8** Early Learning Staff
- Car Park 9** Rim Road
- Car Park 10** Exec Parking
- Bike Rack
- Drop & Go
- Bus Pick Up

Professional Responsibilities

Child Protection

Immanuel Lutheran College is committed to the safety and wellbeing of all children, including those under the care and supervision of the College. The College recognises the importance of, and its responsibility for, ensuring a safe and supportive environment that respects the rights of children and fosters their enrichment and wellbeing. Immanuel Lutheran College's approach to creating and maintaining a child-safe environment is guided by the core belief that every child deserves the opportunity to flourish and the whole person is the whole point, and this can only be achieved if its students feel and are safe and are empowered to participate in decisions which affect their lives.

Applicants and employees must familiarise themselves with Immanuel Lutheran College's suite of child safety policies and procedures, including the Child Protection Policy and Code of Conduct Policy (College Community) located on the Staff Hub SharePoint Page [here](#)

Immanuel Lutheran College has zero tolerance for child abuse in any form.

Duty of Care

Schools have a duty to take reasonable care for the safety and welfare of all students in their schools. This duty of care exists when the teacher/student relationship is established. Active supervision should occur during all timetabled classes and during rostered supervision times.

The duty requires schools and teachers to take all reasonable steps to ensure the safety and welfare of students from both known and reasonably foreseeable risks of harm and/

or injury. In particular instances, support staff, volunteers and external providers will also owe a duty of care to students.

When organising activities for students to participate in, teachers need to balance the risk involved in the activity with what the students will learn from undertaking the activity in order to fulfil their duty of care obligations.

Listed below are some factors to consider when assessing the reasonableness of the level of care required to a particular student. This list is only a sample of the factors to consider and should not be thought of as a finite list.

- Student's age, experience and capabilities – the level of care will generally be greater the younger the student.
- Physical and intellectual impairment – a student with a disability is generally at greater risk of injury than a student without a disability.
- Medical condition – particular medical conditions, such as asthma and epilepsy, require special attention to ensure that students are not exposed to a greater risk of injury.
- Behavioural characteristics – if a student is known to behave inappropriately, then the level of care increases.
- Nature of the activity and the environment in which the activity is held – school activities with a higher level of risk and held in hazardous environments require a higher level of care.

A full copy of the College's Code of Conduct (College Community) located on ERM in the Documents module [here](#), and on the Staff Hub SharePoint Page in Policies.



Please click [here](#) for the ISQ document Professional Boundaries – A Guideline for Queensland Teachers.

Conflicts of Interest

Teachers and assistants of Immanuel are employed to provide educational services to students of the College. In providing this service and carrying out their duties, employees are expected to give their best to each individual. This may mean working with individual children outside normal lessons or bell times, including before or after lessons commence and finish, at recess or lunch, as circumstances warrant.

Immanuel will not endorse and does not approve of staff members charging their students for additional tutoring assistance, even if requested directly by parents. Nor does it approve of other staff members of the

College being engaged to provide tutorial assistance to students not in their classes, whether on campus or elsewhere. Teachers offering such services are utilising, for their own advantage, a commercial opportunity through exposure to a 'captive audience'. As such, it would be a violation of the College's Code of Conduct for staff to 'recruit' customers in this way. This would also be a direct conflict of interest for the employee. The general rule is that such action is unacceptable.

If staff members are also parents of the College, they are to ensure separation from a professional and personal capacity. This includes accessing professional records, such as those contained on SEQTA, for personal reasons. Should such staff wish to discuss matters that relate to their child with a teacher, it is expected that any meeting is scheduled at an appropriate time.



Staff members are expected to declare any potential conflicts of interest to the Principal for recording in the confidential College Conflict of Interest Register. Conflicts may include an interest or financial connection to a business that is involved in the College, a volunteer, club or organisation role (paid) outside of the College that may interact with College students.

For further details, please refer Guidelines Regarding Conflict of Interest for Staff located on ERM in the documents module and the Queensland Lutheran School Enterprise Agreement 2024. A copy of this agreement can be found on the LEQ website or via the link [here](#).

A full copy of the College's Guidelines regarding Conflict of Interest is located on ERM in the Documents module [here](#).

Anti Discrimination

Immanuel is an equal opportunity organisation, which is committed to

providing an environment that is safe for its staff and students.

The philosophy of the College is to treat all staff and students on their merits, in an environment free of discrimination and harassment. The College does not tolerate any form of discrimination.

A discrimination concern/s (direct or indirect discrimination) can be directed to the College Director of People and Culture who will explain the options available for resolution in the College's Complaints Handling Policy for students, parents and/or other College community members.

If the matter is serious, it may be necessary to lodge the concern/complaint in writing in accordance with the College's formal complaints resolution procedures.

False and/or malicious complaints may lead to legal action being taken against the complainant.

In the event that a discrimination concern is found to be substantiated, it may be dealt with under an applicable School Statement or contract, appropriate management or disciplinary action or as prescribed under an applicable Annexure to the Enterprise Agreement.

With regard to staff, disciplinary action may involve (but is not limited to) a formal warning, counselling, demotion or dismissal depending on the circumstances.

With regard to students, disciplinary action as per the School's Building Responsible Behaviours Guidelines or Anti-Bullying Policies may be taken against a student who discriminates against another student.

A full copy of the College's Anti-Discrimination Statement is located on ERM in the Documents module, and on Staff Hub SharePoint Page or by clicking [here](#).

Workplace Bullying/Harassment

Immanuel is committed to providing a safe and healthy workplace free from bullying. Workers are protected by this statement whether they feel bullied/harassed by a supervisor, another worker, student, parent, contractor or member of the public.

Immanuel will treat reports of workplace bullying/harassment seriously. We will respond promptly, impartially and confidentially.

The Workplace Bullying/Harassment Statement is available to all workers, including contractors and on application to others in the community. New workers will be given a copy of this statement at their induction. Managers and supervisors will remind workers of the statement from time to time.

A full copy of the Workplace Bullying/Harassment Statement is located on ERM in the Documents module, and on the Staff Hub SharePoint Page or by clicking [here](#).

Accreditation Requirements

As a teacher in a Lutheran school, you will need to attain Accreditation as a teacher (At) status as required by the Lutheran Church of Australia. Accreditation involves your participation in Connect, a course designed to develop a deeper understanding of not only Lutheran education and the theology that underpins it, but your role and contribution. Connect is ideally completed in your first two years of employment in Lutheran education.

Connect training is over three-days and delivered over five sessions (Induction, Sessions 1-4) as well as the completion of an ePortfolio.

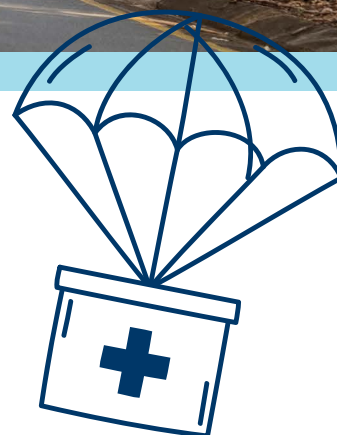
Accreditation is renewable every five years. To maintain your At status, it will require 25 professional development hours over each five-year period and your School will support you with maintaining your accreditation. For teachers of Christian Studies, additional professional development is required.

The following documents form part of the conditions of appointment at this College and are available to view on the Staff Hub SharePoint Page:

- **LCA statement Lutheran Church of Australia and its Schools**
- **LCA statement The Teacher in the Lutheran School**



Work Health and Safety



The college is bound by the provisions of the Work Health and Safety Act 2011 (the Act) which provides the legislative framework for workplace safety in Queensland. The Act protects employees, other persons at work, and members of the public who enter a workplace. It also creates significant responsibilities for individuals, notably Heads, managers, and employees. Achievement of the college's WH&S objectives depends on the cooperative efforts of everyone concerned.

The College has a 'Students First, Safety Always' approach to WHS and has embedded a no-blame culture to ensure safety occurrences are correctly managed and prevented.

The College's **Workplace Health and Safety Officer (WHSO)** is **Cassie Collins, Director of People and Culture**.

Risk Management

The concept of Risk Management must be embedded in all aspects of College operations. It is essential that staff identify hazards and associated risk for all plant, processes and activities associated with their role. Risk Assessments must be documented for activities involving hazardous manual tasks, use of hazardous substances, working at heights, excursions, camps and tours plus curriculum activities with a risk rating greater than low. In all situations, the aim is to identify methods to eliminate or reduce risk by using the hierarchy of control.

The Principal must be notified of any proposed activities, processes or plant with an overall risk rating of high.

Risk assessment must be regarded as an ongoing process and should be conducted whenever a change in work practices or procedures occurs, new machinery or substances are introduced, or when changing a control measure after reviewing its effectiveness.

Health and Safety Policy

It is the policy of the College to conduct its activities in such a manner that will provide a work environment, which so far as is practicable:

- Places the safety of the staff and the public ahead of the protection of the College equipment and services; and
- Actively encourages safe working practice both at the College and at home.

To achieve a safe and healthy working environment within the College, the commitment and cooperation of every staff member, student, community member, visitor and contractor is essential. To support this policy the College will:

- Ensure the risk management methodology is consistently applied across College activities and practices with a view to eliminating or otherwise control the identified risks.
- Comply with the spirit and intent of the relevant legislation, codes of practice and industry standards and make adequate provision of resources to meet these requirements.
- Ensure that each staff member is trained not only in the basic principles of work health and safety matters but also matters specific to their area of responsibility.
- Establish measurable objectives and targets aimed at eliminating work-related injury and illness.
- Support each worker in their obligation to be fully responsible and accountable for health and

safety issues including repairs and maintenance in each person's area.

- Establish a Work Health and Safety Committee to provide the College with a forum for consultation on workplace health and safety issues.
- Develop an awareness in the staff, students, contractors and visitors of health and safety issues through the distribution of appropriate information.
- Investigate the cause of every incident and take corrective action, irrespective of whether personal or property damage has occurred.
- Encourage the rehabilitation of injured workers.
- Apply the policy constantly across all business areas and activity locations of the College.

Staff members, students, contractors and visitors for their part will be expected to:

- Comply with all relevant legislation, codes of practice, industry standards and College policies and procedures.
- Report and where appropriate, rectify hazards identified throughout the College.
- Accept responsibility for the protection of all persons, the community and the environment that may be affected by their activities.

Work Health and Safety Procedures are located on ERM in the Documents Library under Health and Safety.

Emergency Procedures

Immanuel is committed to providing a safe workplace for Staff, Students, Parents and Visitors. In the event of smoke, fire, bomb or any other threatening situation which may endanger the life or health of individuals on campus, staff must follow the procedures outlined in the Emergency Procedure document located on the Staff Hub SharePoint Page.

To ensure systems are functioning correctly, staff will be provided with regular training, and the College will conduct quarterly drills as per the Emergency Procedures. All new staff will be provided with training within the first month of employment.

For further details refer to the Emergency Procedures located on ERM and on the Staff Hub SharePoint Page [here](#).

Accident Notification

The Work Health and Safety Advisor (WHSA), Cassie Collins must be notified as soon as practicable for all major incidents that require a student, visitor or staff member to be transported to hospital via an ambulance.

If an individual suffers an injury that is a notifiable incident (refer to Incident Reporting and Recording Procedures within ERM) the WHSA or Head of Business Operations must be contacted immediately, and the incident scene must not be disturbed until the WHSA arrives. If contact cannot be made, then the Principal must be notified immediately.

First Aid and Incident Reporting

Student Accidents:

If safe to move, arrange for a student to accompany the injured person to P to 12 Student Services. If the injury may be made worse through movement, send a student to Student Services with a request for First Aid assistance.

An Incident Report Form is required to be completed when a student sustains an injury as a result of an accident that requires first aid treatment. This must be completed within 24 hours of the incident occurring. Incident Reports Forms can be found on ERM under the "Forms" section and on the Staff Hub SharePoint Page.

Staff Accidents:

Seek First Aid as required. An Incident Report Form is required to be completed for any staff member who receives first aid treatment. The College's Rehabilitation Coordinator, Frances Eriksen (Ext 427) will manage all Work-Cover claims and rehabilitation requirements to enable staff to continue or return to work following treatment.

For further details refer to the Incident Reporting and Recording located on ERM in the Documents module [here](#).

Work Health and Safety Advisor

The Work Health and Safety Advisor is the consultant for all health and safety issues across the College. The current **Work Health and Safety Advisor** is **Cassie Collins, Director of People and Culture (Ext 450)**.

Rehabilitation Coordinator

The Rehabilitation Coordinator is the primary contact and manager for all staff Work-Cover issues. The current **Rehabilitation Coordinator** is the **Financial Controller, Frances Eriksen (Ext 427)**.



Sustainability

Environmental Policy and Procedures

Immanuel aims to reduce the College's environmental footprint in the areas of construction, water, waste and energy, and build knowledge and strategies for a sustainable future. To support this objective, the College has established an Environmental Management System via policy and procedures to operationalise our commitment to sustainability.

A full copy of the College's Environmental Policy and Procedures is located on ERM in the Documents module [here](#).

Sustainability Officer

The Sustainability Officer serves as the manager of the Environmental Management System and is the consultant for all environmental issues across the College, including the embedding of sustainability practices into the curriculum. The Immanuel **Sustainability Officer** is **Emily Boyd (Ext 368)**.



Complaints Handling

Staff/Parent/Wider Community Complaint Policy

It is the intent of Immanuel to solve complaints or grievances in a Christian way, by giving consideration to all staff and to work with staff through the normal channels that are available both within and outside of the College.

For further details on procedures and for preventing and settling disputes refer to the Queensland Lutheran Schools Single Enterprise Agreement 2024, Annexure C - Complaints Handling Policy and Procedures.

A full copy of the College's Staff/Parent/Wider Community Complaint Policy located on the Staff Hub SharePoint Page and ERM in the Documents module here.

Complaints may be lodged with a member of the Executive Leadership Team or with the College's Contact Officers. The trained Contact Officers for the College are:

- **Matthew Doecke, Director of Wellbeing P-6**
- **Gayla Mathews, Chaplain**

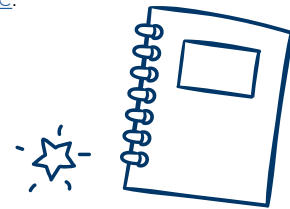


Privacy Policy

Staff must not, whether it is during or after employment, reveal any confidential information acquired in the course of employment, nor use that information which is in any way detrimental to the College or to any person or entity associated with the College. 'Confidential information' for this purpose includes any information about the College's finances, organisation, personnel, policies, processes, systems, equipment, dealings, transactions, enrolment numbers, enrolment waiting lists and the personal affairs of students and their families and guardians unless that information is available to the public.

Click [here](#) to link to the College Privacy Policy including the Standard Collection Notice which outlines how the College handles information it collects – relating to the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

For further details, see College Privacy Policy located on the Staff Hub SharePoint Page in ERM in the documents module or on the Immanuel website [here](#).





**Immanuel
Lutheran
College**

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A co-educational school owned and operated by THE LUTHERAN CHURCH OF AUSTRALIA QUEENSLAND DISTRICT trading as Immanuel Lutheran College

ABN 56 782 698 956 CRICOS Provider #01457C