

## Code of Conduct Statement

We are committed to creating and maintaining an environment that promotes the safety of children. This includes encouraging a culture where the prevention and reporting of

abuse is supported and encouraged. All staff and volunteers are responsible for promoting the safety, wellbeing and the empowerment of children.

- Country Children's Early Learning is committed to a code of professional conduct, upholding ethical principles and professional standards that guide decision making and practice at the service
- This Code of Conduct sets expectations for how educators in our service should behave around children. This is important to help prevent children from being harmed. Child abuse takes many forms and can include physical, sexual and psychological abuse, ill-treatment and neglect
- This Code of Conduct identifies positive child safe behaviours that we encourage all educators to support. It also identifies behaviours that we consider unacceptable. Engaging in unacceptable behaviour is a breach of this Code of Conduct and may result in managerial or disciplinary action
- Country Children's Early Learning will uphold the highest standards in ethical conduct in accordance with the ECA Code of Ethics, The United Nations Rights on the Convention of the Child, the Child Safe Standards and the Services Philosophy and Policies
- Country Children's Early Learning uses this code as a basis for evaluating professional conduct, and as a reference tool for the thought processes that inform pedagogy, including actions and reactions towards professional conduct, relationships, views, influence and position within communities and society
- Ethical conduct guides the behaviour and decisions within the service and is underpinned by respect for, and the valuing of children, families, educators and staff and the extended service community

## I Will:

- At all times act with integrity, leadership, respect, selflessness, objectivity, accountability, openness and honesty
- Treat all children, young people, colleagues and families with respect
- Listen to and value children, young people, colleagues and families' ideas and opinions
- Respect each child's right to privacy
- Provide a welcoming, inclusive and safe environment for all people associated with the service
- Actively promote cultural safety and inclusion

**Policy Created**  
February 2016

**Policy Last Updated**  
September 2023

**Policy Review Date**  
February 2024

- Listen to children and respond to them appropriately
- Welcome parents and guardians to participate in decisions about their child's learning and any other matters about their safety
- Recognise, respect and understand the value and intrinsic worth of each child, family and colleague
- Develop constructive relationships to help prevent conflict and misunderstanding
- Ensure communication with children, families and colleagues is respectful and professional
- Strive to build a safe, harmonious, equitable and non-discriminatory workplace, that engages respectfully and collaboratively within the team
- Report any conflicts of interest (such as an outside relationship with a child)
- Adhere to all relevant Australian and NSW Legislation in regard to Child Safe Practices
- Adhere to our services Child Safe Policies and Procedures
- Act as a positive role model for Sun Smart practices by promoting positive attitudes to sun safe practices, including wearing a sun safe hat when UV levels are 3 and above
- Work within a team to ensure that the needs of the child (and their family) remain the paramount focus
- Participate in all compulsory training
- Raise concerns with the Approved Provider if any circumstances arise that may pose a risk to a child's health, safety and wellbeing are identified, including cultural, environmental and operational risks
- Report and act on any concerns or observed breaches of this Code of Conduct
- Take all reasonable steps to protect children from abuse
- Respect the privacy of children, families and colleagues by keeping all information about child protection concerns confidential
- Take a child seriously if they disclose harm or abuse
- Ensure breaches of the Code of Conduct are reported immediately
- Uphold the rights of the child and always prioritise their needs

**LINKS TO:**

- Education & Care Services National Law Section
- Education & Care Services National Regulations: 168(2)(i)(i)
- National Quality Standards/Elements: 2.1, 2.2, 4.1.1, 4.1.2, 4.2.2
- Child Safe Standards: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

**I Will Not:**

- Engage in idle or harmful gossip about children, families or colleagues
- Condone or participate in illegal, unsafe or abusive behaviour towards children, including physical, sexual or psychological abuse, ill-treatment, neglect or grooming
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Exaggerate or trivialise child abuse issues

- Use hurtful, discriminatory or offensive behaviour or language with children, families or colleagues
- Fail to report information if a child has been abused
- Engage in unwarranted and inappropriate touching involving a child
- Persistently criticise and/or denigrate a child
- Deliberately prevent a child from forming friendships
- Verbally assault a child or create a climate of fear
- Offer children and young people alcohol, cigarettes or other drugs
- Show children pornographic images
- Encourage a child to communicate with me in a private setting
- Share details of sexual experiences with a child
- Use sexual language or gestures in the presence of children

**I understand the following types of behaviour may be of concern:**

- Being alone with a child when there is no professional reason for doing so
- Showing favour to one child over others
- Babysitting, mentoring and/or tutoring a child out of work hours (without approval from management for this kind of secondary employment)

All staff, educators, volunteers, families and community members are encouraged to speak up if they have concerns about the safety of children. Complaints about a breach of this Code of Conduct must be reported to your Service Coordinator or the service Head of Entity, Julia Morphet.

Some breaches of the Code of Conduct may need to be reported to the Regulatory Authority and the Office of the Children's Guardian.

Staff, Educators and volunteers who breach our Code of Conduct may also be subject to disciplinary action. This can include increased supervision, appointment to an alternate role, suspension or termination.

**Please Note:**

An adult in child related work in an organisation will commit an offence if they know another adult there poses a serious risk of abusing a child, and they have the power to reduce or remove the risk and they negligently fail to do so.

All Educators are Mandated Reporters and are required to report information if they know, believe or reasonably ought to know that a child has been abused.

**Signature**

I have read this Code of Conduct and agree to abide by it and its terms.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**LINKS TO OTHER POLICIES:**

- Child Protection
- Child-Safe Environment