

Child Safe Code of Conduct

Reviewed August 2026

Sydney Catholic Early Childhood Services (SCECS) is committed to ensuring the safety, welfare and wellbeing of every child entrusted in our care. We recognise that the rights and best interests of children are paramount in all our decisions, actions and practices. We strive to be places where children feel safe and protected while supporting staff understanding of best practice child safe behaviours when working with children. This code will guide staff to work in the best ways to protect children, obstruct and prevent harm.

This code is to be read in conjunction with;

- Reportable Conduct – Responding to allegation and complaints
- Code of Professional Conduct for SCECS Staff
- Child Safe Environment Policy
- Child Safe Digital Technology Policy
- Risk Management Plan – Child Safe Standards
- Staff Handbook
- Employment contract

I agree to abide to this Code of Conduct during my employment with SCECS. Failure to comply with this Code of Conduct may lead to disciplinary action up to and including termination of employment.

I will ensure that any breaches of this Code of Conduct are reported immediately to the Centre Director / Coordinator / ROO / or Manager.

I agree to;

- Be committed to the safety and wellbeing of all children.
- Actively listen and value children's ideas and opinions.
- Uphold children's rights and equality.
- Protect children from risk of injury.
- Ensure active supervision of children at all times.
- Avoid using inflammatory or derogatory language with children that intend to threaten, intimidate, shame, humiliate, belittle, embarrass or degrade children.
- Avoid sexualised comments or sexualised behaviours around children.
- Use non-physical intervention if there is an issue with managing behaviour, e.g. redirection, use of verbal direction, or grip clothing rather than the child's body wherever possible.

- Store all personal electronic devices (phones and smart watches) during work hours in the office or staff area ensuring no images of children are collected, stored or shared and that active supervision is maintained.
- Only resort to physical contact when;
 - A child or staff's safety is threatened,
 - A child is attacking another child or staff, intervene by positioning your body as a barrier,
 - A child is posing an immediate danger to themselves or others,
 - Protecting children from risk of injury.
- Intervene when violent or aggressive peer on peer confrontations are witnessed.
- Discourage inappropriate expectations of hugs, stroking hair, wrestling, cuddles or kisses, instead encouraging the child to sit beside you rather than on your knee for a side hug or high five. Educators should also remain alert to grooming behaviours, where inappropriate physical or emotional closeness may be used to build trust or blur professional boundaries.
- Report any behaviour that may be considered 'grooming', e.g. developing a relationship with a child which could be interpreted as being personal rather than professional or providing special treatment.
- Avoid being alone with a child e.g. closed room. Ensure two staff are always present with clear line of sight from one another.
- Actively promote cultural safety, respect and inclusion of each child, regardless of race, culture, colour, sex, gender, language, religion, health, ethnic, social or additional need and ability.
- Teach children body boundaries and body safety e.g. encourage children to say NO, GO and TELL.
- Ensure gifts to children are from the service and not give any individual gifts to children.
- Refrain from secondary employment such as babysitting, tutoring and mentoring children.
- Never transport children in your vehicle unless approved by SCECS Management with written consent from the family for emergency situations such as natural disaster.
- Avoid secrecy with children.
- Provide health, medical and first aid treatment of children in line with medical and dietary requirements detailed by SCECS Medical and Nutrition Policies and identified on the SCECS Enrolment Form.
- Offer a wide variety and abundance of healthy food and drink to meet children's nutritional requirements and nourishment.
- Provide children with protection from weather extremes of sun, heat, cold or wet.
- Work collaboratively and constructively with SCECS in supporting the safety and wellbeing of children.
- Maintain professional relationships and ensure appropriate and respectful communication with children and parents.
- Inform the Centre Director / Coordinator / ROO / Manager of any family or friendship relationships with children to ensure there is no conflict of interest involving family members of children or close friends.
- Always supervise children while using IT devices and ensure they are aware of the rules and boundaries surrounding the use of the device.
- Avoid socialising with children outside the scope of professional work commitments including on social networking sites or any online activity.

- Always seek consent from the child before taking photos / videos / artwork for the purpose of documenting children's learning and development on SCECS IT devices.
- Not expose children to inappropriate material either verbally or via technology platforms.
- Support the right of children, parents and staff to bring forward complaints or allegations and to be heard without fear of reprisal.
- Take a child seriously and act if they disclose harm or abuse.
- Report concerns in relation to the safety, welfare and/or wellbeing of a child or young person, immediately to the Centre Director / Coordinator / ROO and or SCECS Child Safety Officer.
- Respond and Report if a child is at Risk of Significant Harm (RoSH) and document on the 'SCECS Observation Record – Reporting concerns of a child at risk' form, 'MRG - Child Story' platform with guidance from SCECS Child Safety Officer and NSW Early Learning Commission.
- Maintain confidentiality and privacy regarding Child Protection matters and only discuss with relevant people in SCECS reporting procedures.
- Hold a valid WWCC clearance as an essential condition of employment with SCECS.
- Inform the Centre Director / Coordinator / ROO / Manager and or SCECS Child Safety Officer if charged or convicted of a criminal offence, or have a reportable allegation made.
- Abide by SCECS child protection policies and guidelines, including ensuring fulfilling mandatory reporting obligations including reportable employee conduct to DCJ or Police, risk of significant harm notifications and any possible criminal activity involving children.

Date: _____

Name: _____

Signature: _____

Reason for update:

Date	Authorised by	Reason
MAR26	COO	Smart watches listed as devices not permitted when staff are working directly with children
AUG26	COO	Code of Professional Conduct for SCECS Staff noted to be read in conjunction. Child Protection Policy and Guidelines – Responding to allegations and complaints renamed to Reportable Conduct. Major statements of commitment to the Code have been moved to the top. Social media interactions broadened to include any online activity.