CODE OF CONDUCT POLICY

This policy is guided by the paramount consideration that children's safety, rights and best interests are upheld above all other considerations in all decisions, actions and practices.

We believe in maintaining an inclusive and welcoming environment and workplace that motivates and facilitates personal growth and development for staff and educators. The values that underpin our work ethic include equality, respect, integrity, and responsibility. Our Service is committed to adhere to the ECA Code of Ethics (2016) which is based on the principles of the United Nations Convention on the Rights of the Child (1991) and provides a framework for the reflection about the ethical responsibilities of early childhood professionals.

Our Service is committed to the safety and wellbeing of all children and young people. Providing an emotionally, psychologically, and physically safe, welcoming and inclusive environment for all children to learn, develop and thrive. We understand our responsibilities and statutory duty of care to comply with the Child Safe Standards, sections 166A and 5AA of the Children (Education and Care Services) National Law (NSW) and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

Our Service has a zero tolerance to child abuse, and we are committed to the safety, participation and empowerment of all children. We promote diversity and tolerance and aim to form equitable and positive relationships with children. We ensure children participate in decisions affecting them and listen and respect their suggestions and ideas. We respond to any concerns, disclosures, allegations or suspicions of harm. We maintain the dignity and rights of each child, providing positive guidance and encouragement toward acceptable behaviour. All staff demonstrate a high regard and respect for the family and cultural values, age, physical and intellectual development and abilities of each child being educated and cared for by the service. We refer to *ACECQA's NQF Child Safe Culture Guide* when seeking further guidance for supporting children's behaviour, building a child safe culture, supporting children's voices and cultural safety, ensuring child safe recruitment practices are adhered to and other practices that ensure that children's safety, rights and best interests are the paramount consideration in all decisions and actions related to the operation and delivery of education and care at St Mark's Preschool and Long Day Care Centre.

Our Service strongly opposes any type of abuse against a child and endorses high quality practices in relation to protecting children. All staff understand their roles and responsibilities in protecting children from abuse and neglect and maintain up-to-date knowledge of child protection law (Reg 84). Staff

complete the current Full Child Protection Training every 3 years and complete the child protection refresher training every 12 months, and whenever significant changes are made to the child protection law or reporting requirements. All staff and the approved provider, persons with management and control, nominated supervisor, persons in day-to-day charge of the service, volunteers and students will complete the Mandatory National Child Safety Training – Foundations and Advanced Training of National Child Safety via Geccko. The foundations training will be completed by 27 August 2026 or 14 days from start of employment or before they work directly with children. Going forward, staff will complete foundation training once every two years. Staff will comply with our Staff Code of Conduct at all times.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child

5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships wh each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
6A	Supply, Authorisation and Use of Devices Order 2026
82	Tobacco, drug and alcohol-free environment
84	Awareness of child protection law
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios- centre based services
136	First aid qualifications
155	Interactions with children
165 Law	Offence to inadequately supervise children
166 Law	Offence to use inappropriate discipline
166A &5AA Law	Offence to subject child to inappropriate conduct [NSW]
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
S165	Offence to inadequately supervise children
S166	Offence to use inappropriate discipline
S167	Offence relating to protection of children from harm and hazards
358	Working with children check to be read

RELATED POLICIES

Bullying, Discrimination and Harassment Policy Child Protection Policy Child Safe Environment Policy Dealing with Complaints Policy Interactions with Children, Family and Staff Policy Out of Hours Babysitting Policy Photograph Policy Privacy and Confidentiality Policy	Professional Development Policy Record Keeping and Retention Policy Recruitment Policy Respect for Children Policy Responsible Person Policy Staffing Arrangements Policy Social Media Policy Tobacco, Drug and Alcohol-Free Policy Work Health and Safety Policy

PURPOSE

We aim to establish a common understanding of workplace standards and ethics expected of all employees of the Service. We aim to ensure positive working relationships are formed between all educators and management, promoting dignity and respect by avoiding behaviour, which is or may be perceived as harassing, bullying or intimidating. Educators and management will at all times conduct themselves in an ethical manner and strive to ensure that all interactions are positive and respectful and are in accordance with the Service's philosophy.

Our Service takes every reasonable effort to accommodate the diversity of all children in embedding the National Child Safe Principles into our organisation and service operations. We are committed to the safety and wellbeing of children and young people. We recognise the importance of and responsibility for, ensuring our Service provides a safe and supportive environment which respects and fosters the rights and wellbeing of children in our care. We are dedicated in promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability.

SCOPE

This policy applies to staff, educators, management, approved provider, nominated supervisor, students, families, children, volunteers and visitors of the Service.

IMPLEMENTATION

The approved provider, nominated supervisor, educators, staff, volunteers, and students will adhere to the Early Childhood Australian Code of Ethics, Education and Care Services National Regulations and National Quality Standard, Child Safe Standards and Service policies and procedures at all times, promoting positive interactions both within the Service and the local community.

RESPECT FOR PEOPLE AND THE SERVICE

- Employees, educators, staff and management are committed to the Service philosophy and values, inclusive of best practice in early childhood education and building positive partnership with children, families and staff
- All staff and educators will ensure that the safety, rights and best interests of children is paramount and prevail over any other obligation or interest
- Our Service has developed a *Statement of Commitment to Child Safety and Wellbeing* to demonstrate a strong culture of child safety within the Service
- Employees, educators, staff and management adhere to our Child safe policies including *Child Safe Environment Policy and Child Protection Policy* at all times and take all reasonable steps to protect children from abuse and harm
- Employees, educators, staff and management understand that *child safety is everyone's responsibility*
- Effective, open, and respectful reciprocal communication and feedback between employees, children, families, and management is conveyed
- It is important to treat colleagues, children, and families with respect. Bullying or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, or derogatory language or intimidation towards other employees, educators, staff, management, children, visitors, or families is unacceptable and will not be tolerated
- Employees, educators, staff and management are committed to valuing and promoting the safety, health, and wellbeing of employees, volunteers, children, and families
- Employees, educators, staff and management promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait islander children to express their culture and enjoy their cultural rights
- Employees, educators, staff and management promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds to support children to express their culture and enjoy their cultural rights
- Employees, educators, staff and management promote the safety, participation and empowerment of children with a disability
- Employees, educators, staff and management are committed to an equal opportunity workplace and culture which values the knowledge, experience, and professionalism of all employees, team members, and managers, and the diverse heritage of our families and children

- Employees, educators, staff and management respect the privacy of children and their families by keeping all information about child protection concerns confidential and only share information to promote child wellbeing or safety and /or manage risk of family violence with other Information Sharing Entities (IES) as per state/territory legislation.
- Our Service will ensure a rigorous recruitment process is followed to select the best staff possible based on skills, qualifications, experience and suitability for the position available. Each role will refer to the appropriate position description during recruitment and the probation period to ensure applicants are suitable for the role and position. All potential staff will participate in robust interviews and have reference checks completed before an offer of employment is presented. Reference checks will take into consideration the suitability of the applicant for the role, previous experience and their commitment to child safe practices.
- Our Service will conduct a comprehensive probation and induction orientation program for all new employees, volunteers and students to include awareness of their roles and responsibilities in relation to Child Safe practices and Child Protection reporting obligations
- Policies and procedures will be developed to ensure employees, educators, staff, students, visitors and families are aware of the standards of behaviour that is expected within the service
- Employees, educators, staff and management are informed that inappropriate behaviour, including bullying, sexual harassment, discrimination and harassment will not be tolerated
- It is important employees, educators, staff and management listen and respond to the views and concerns of children particularly if they are telling you that they or another child has been abused or they are worried about their safety or the safety of another.

EXPECTATIONS OF EMPLOYEES

EMPLOYEES WILL:

- read and sign the *Code of Conduct Policy* every 12 months and adhere to the *Code of Conduct Policy* at all times
- ensure their Working with Children Check (WWCC) is valid and current and must notify their approved provider if they receive a negative notice or a change to their accreditation or registration, including if their WWCC clearance has been refused or cancelled. This notice must be provided in writing within 72 hours of the event occurring, or within 24 hours of becoming aware of the change.
- ensure their work is carried out proficiently, harmoniously, and effectively
- act in a professional and respectful manner at all times whilst at work, giving their full attention to their responsibilities and adhering to all Service policies, procedures, Child Safe Standards, Education and Care Services National Law and National Regulations, and the National Quality Standard

- act honestly and exercise attentiveness in all Service operations
- carry out all lawful directions, retaining the right to question any direction which they consider to be unethical. If uncertain they can seek advice from the nominated supervisor, approved provider or the Ombudsman.
- uphold the rights of children and always prioritise their needs
- treat all children and young people with respect
- promote the wellbeing and safety of children and take all reasonable steps to protect children from abuse
- provide adequate supervision of children at all times
- understand their legislative responsibility as mandatory reporters to report any allegation of child abuse, neglect or possible risk of harm to management or Child Protection authority
- understand their legislative responsibility to report any inappropriate action of any other employee that involves children or young people to management as part of the *Reportable Conduct Scheme*
- participate in all mandatory training, including full accredited Child Protection training being CHCPRT025 – Identify and report children and young people at risk *(current version under the new training package)* or equivalent, refresher of Child Protection Law training every 12 months and the Mandatory National Child Safety Training initially before the 27 August 2026 and going forward every 2 years.
- report any instances of suspected corrupt conduct, mismanagement of government funds or other serious allegation to the Department of Education via their Online contact form. For more information visit the Department of Education website: Reporting fraud via a tip-off
- follow and comply with the *Dealing with Complaints Policy* when matters are raised regarding child safety and wellbeing
- have a solid understanding of the Service's policies and procedures, Child Safe Standards and the ECA Code of Ethics. If uncertain about the content of any policy or procedure with which they must comply, employees should seek clarification from the nominated supervisor or approved provider
- be courteous and responsive when dealing with colleagues, management, students, visitors, children and families
- work collaboratively with colleagues and management families and members of the community with courtesy, respect and recognise and value diversity
- be mindful of their duty of care towards themselves and others
- be positive role models for children at all times
- ensure compliance with a zero tolerance of racism within the Service

- report any incidents or bullying, discrimination or harassment, including sexual harassment they have experienced or witnessed
- adhere to the *Tobacco Vaping, Drugs and Alcohol-Free Policy*
- respect the confidential nature of information gained about each child enrolled in our Service
- engage in critical reflection to inform individual and collective decision making and ensure continual improvement, including a review of Child Safe policies and procedures.

EMPLOYEES WILL NOT:

- use abusive, derogatory or offensive language
- engage in conduct that is detrimental to the professional standing of our Service, is improper or unethical, is an abuse of power, or harasses, discriminates against, victimises, humiliates, intimidates, or threatens other educators, staff members, volunteers, or visitors at the Service, either directly or indirectly via information technology such as email, text or social media. Additionally, they will not support those who do this
- condone or participate in illegal, unsafe or abusive behaviour towards children, including physical, sexual or psychological abuse, ill-treatment, neglect or grooming
- exaggerate or trivialise child abuse issues
- fail to report information to the approved provider if they know a child has been abused
- engage in unwarranted and inappropriate touching involving a child
- persistently criticise and/or denigrate a child
- verbally assault a child or create a climate of fear
- encourage a child to communicate with an adult in a private setting
- share details of sexual experiences with a child
- use sexual language or gestures in the presence of children
- discriminate against any child, because of culture, race, ethnicity or disability
- put children at risk of abuse- refusing food/play, making threats, exposing children to inappropriate language or material (movies, internet, photos)
- show preferential behaviour towards any child
- accept an offer of money, regardless of the amount
- seek or accept a bribe
- acquire personal profit or advantage because of their position (e.g., through the use of Service information)
- exchange any property of the Service for own use unless properly authorised

- approach other employees, managers or visitors directly on individual matters that are irrelevant to them
- engage in any action in breach of our *Privacy and Confidentiality Policy*, including but not limited to disclosure of confidential Service or customer information, or the improper or illegal use of that confidential information. Authorised persons will only access confidential information for the purpose intended.
- engage in or support any action in breach of Service policies and/or procedures.

EXPECTATIONS OF LEADERS AND MANAGEMENT

In addition to the above responsibilities, leaders and management are expected to:

- promote a collaborative and interconnected workplace by developing a positive working environment where all employees can contribute to the ongoing continuous improvement of the Service
- promote leadership by working with employees and providing opportunities for professional development and growth
- provide flexible opportunities to ensure all employees can participate in staff meetings and professional development
- promote open and effective communication with all staff regarding *Right to Disconnect* provisions under Fair Work Act- including out of hours emergency contact and expectations of staff
- provide ongoing support and feedback to employees
- keep employees informed about essential information and any relevant changes and make all documents readily accessible to them
- ensure copies of the ECA Code of Ethics and Child Safe Standards are available to staff and families
- model professional behaviour at all times whilst at the Service
- implement supportive and effective communication systems, consulting employees in appropriate decision making
- take appropriate action if a breach of the code of conduct occurs
- share skills and knowledge with employees
- give encouragement and constructive feedback to employees, respecting the value of different professional approaches
- follow recruitment policies and procedures to ensure all potential candidates undergo appropriate background checks, including Working with Children Checks (See Staffing Arrangements Policy)
- Management will ensure any notifications or concerns regarding a person's Working With Children Check/Clearance are recorded and steps taken immediately to ensure the person is not working

directly with children in accordance with directions from the Office of the Children's Guardian (NSW) or relevant state/territory authority. Approved providers must notify the NSW Early Learning Commission (via email) within 24 hours of becoming aware of any change to an individual's WWCC , including if they receive a negative notice or a change to their accreditation or registration, including if their WWCC clearance has been refused or cancelled.

- model and provide guidance to educators and staff to ensure compliance with a zero tolerance of racism within the Service.

REPORTING A BREACH OF THE CODE OF CONDUCT

Our Service aims to foster a culture of transparency and accountability while supporting employees to report any reasonable suspicion of reportable matters of improper, illegal or misconduct within the service to management including, but not limited to:

- breaches of the Service code of conduct or service policies
- breaches of Education and Care Services National Law or Regulations
- breaches of legislation or law
- criminal activity
- corruption
- conduct that poses a danger or harm to any person/s
- harassment or discrimination
- improper or misleading financial practices
- ensure that all staff have full accredited training being CHCPRT025 – Identify and report children and young people at risk *(current version under the new training package) or equivalent.*
- ensure that all staff complete mandatory training, including refresher of Child Protection Law training every 12 months.
- ensure all staff and the approved provider, persons with management and control, nominated supervisor, persons in day-to-day charge of the service, volunteers and students have completed the Mandatory National Child Safety Training – Foundations and Advanced Training of National Child Safety via Geccko. The foundations training will be completed by 27 August 2026 or 14 days from start of employment or before they work directly with children. Going forward, staff will complete foundation training once every two years.
- ensure that the Code of Conduct and Child Protection Policies re read and signed by all staff and reviewed annually.

Our service implements the Reportable Conduct Scheme which seeks to improve organisation's responses to allegations of child abuse and neglect by their employees and volunteers. The Approved

Provider and or the Director must notify the NSW Early Learning Commission, which is the independent regulator for ECEC in NSW within 24 hours of becoming aware of, observing, suspecting or receiving any allegations or disclosures that a staff member, employee, student or volunteer is engaging or has engaged in inappropriate conduct.

- In the first instance, management Committee, staff, parents or carers must report any incidents, suspicions, allegations or disclosures of inappropriate conduct to the Director, documenting the disclosure or concern accurately and promptly and ensuring reports are made to the relevant authorities. Management Committee, staff, parents or carers can if they wish, report directly to the NSW Early Commission Information and Enquiries team on 1800 619113 or email information@earlylearningcommission.nsw.gov.auOur Service will ensure an appropriate level of confidentiality of information relating to the reportable allegations as per the Children's Guardian Act 2019. We take our legislative responsibilities as part of the Reportable Conduct Scheme seriously and will respond to any reportable allegation or conviction against employees or volunteers that may arise.
    - As an Information Sharing Entity our Service is obligated to share confidential or sensitive information about a person with other ISEs to support safety and wellbeing as part of the Child Information Sharing Scheme and the Family Violence Information Sharing Scheme and MARAM reforms. It may also be necessary to notify other agencies including: NSW Department of Communities and Justice (DCJ) via the Child Protection Helpline or NSW Mandatory Reporter Guide
    - NSW Office of the Children's Guardian (OCG) under the Reportable Conduct Scheme .
    - the NSW Police if what you observe or suspect may constitute a criminal offence.

Service leaders or management (such as the nominated supervisor / Director) will document the disclosure or concern accurately and promptly, and ensure all reports are made to the relevant authorities.

[Primary policy- Reportable Conduct Scheme]

- To comply with National Regulations for those undertaking paid or voluntary child-relate all employees are required by law to undergo a Working with Children Check (WWCC) which is verified by the employer to ensure it is valid and current
- all prospective employees are required to complete a prohibition notice declaration on the *Employment Application Form* to acknowledge they do not hold any prohibition notices that would prevent them from working with children

- employees are required to notify management immediately of any enforcement actions issued to them during their course of employment
- if employees become aware of a serious crime committed by another employee, they are required to report it to management
- as mandatory reporters, all employees, students and volunteers must report possible risk of harm to children or young persons to management and/or Child Protection authority
- employees will report any concerns they may have about inappropriate actions of any other employee that involves children or young people to the approved provider as per the Reportable Conduct Scheme
- the approved provider/management will report any allegations or child related misconduct as per their legislative requirements (this may include reporting the matter to the Police, Department of Communities and Justice and the Office of the Children's Guardian in NSW.

MANAGING CONFLICT IN THE WORKPLACE

MANAGEMENT WILL:

- adhere to the *Dealing with Complaints Policy*
- remain objective and impartial when managing conflict in the workplace
- be responsive and address a possible breach of the code of conduct by any employee as soon as they aware of the breach
- investigate all allegations which may result in remedial action, or disciplinary action ranging from a caution to dismissal
- consider all relevant facts and make decisions or take actions fairly, ethically, consistently, and with transparency. If they are uncertain about the appropriateness of a decision or action they will consider:
    - whether the decision or conduct is lawful
    - whether the decision or conduct is consistent with Service policies and objectives
    - whether there will be an actual, potential, or perceived conflict of interest involving obligations that could influence the business relationship or conflict with business duties.

ADHERING TO SERVICE CONFIDENTIALITY

- Unless authorised to do so by legislation, employees must not disclose or use any confidential information without appropriate approval (including written approval as required)
- Lawful sharing of information with other parties must be to promote the wellbeing or safety of children and adhere to guidelines under Child and Family Information Sharing Schemes
- All employees are to ensure that confidential information is not accessed by unauthorised people
- Employees will adhere to the Service's *Privacy and Confidentiality Policy*.

BABYSITTING

- Our Service does not provide babysitting services outside normal operating hours
- Employees are not permitted to engage in babysitting services with existing enrolled families of the service.
- All staff are bound by contract to the Service's *Privacy and Confidentiality Policy*, where they are unable to discuss any issues regarding the Service, other staff members, parents/families, or other children.

RECORD KEEPING

- Employees and management will maintain full, accurate, and honest records as required by the Education and Care Services National Regulations
- The approved provider has a responsibility to ensure that employees comply with their record keeping obligation outlined in the *Record Keeping and Retention Policy*
- Employees must not destroy records without permission from management
- Records must be retained and stored securely as per our *Record Keeping and Retention Policy*

DUTY OF CARE

- The approved provider, management and employees have a responsibility to take reasonable care for the health and safety of themselves and others at the workplace to enable compliance with the work health and safety legislation outlined in the *Work Health and Safety Policy*
- Duty of Care relates to both physical and psychological wellbeing of individuals
- The approved provider, management and employees must provide adequate supervision of children at all times and ensure the health, safety and welfare of children and young people in their care. This includes taking all reasonable action to protect children and young people from risk of harm that can be reasonably predicted.

DIGITAL TECHNOLOGY AND ELECTRONIC DEVICES USED AT THE SERVICE

Our Service follows and upholds the directions of the follows the requirements of the EDUCATION AND CARE SERVICES NATIONAL LAW (NSW) PART 6A - Devices in Education and Care Services.

The approved provider / Nominated Supervisor will inform staff, educators, visitors, volunteers and family members that the use of personal electronic devices used to take photos, record audio or capture video of children who are being educated and cared for at the Service is strictly prohibited. This includes items such as tablets, phones, digital cameras, smart watches, META sunglasses and personal storage and

file transfer media (such as SD cards, USB drives, hard drives and cloud storage). These devices should not be in the possession of staff, educators, family members or visitors (e.g. Allied Health professionals) while working directly with children or in the presence of children. The approved provider will take every reasonable precaution to ensure that while a nominated supervisor, staff member or volunteer is providing education and care to children as part of the service, the person does not use a device to capture, store or transmit an image of a child being educated or cared for by our service unless they are using a service-supplied device to do so. The penalty for using a personal device or any device other than a service-supplied device to capture, store or transmit an image of a child being educated or cared for by our service is: (a) for an individual—$6,600; or

(b) for a large child care provider—$102,600; or

(c) otherwise—$34,200.

All personnel providing education and care in our service, must not have a personal device capable of taking, storing or transferring images or videos in their possession or control when working directly with children. A staff member can be in possession of their personal device during a break when no enrolled children are present and when the blinds are down in the staff room.

Staff and educators are advised that electronic devices belonging to the Service must not be removed from the premises as they may contain personal details of staff or children, including photos or videos. Except where required for operational activities, for example excursions, transportation or by authorised staff members as approved by the Committee for off-site administrative work-related purposes.

The approved provider will inform staff, educators and visitors of exemptions that may warrant a person to use or be in possession of a personal electronic device that can be used to take images or videos. Staff, educators or visitors with an exemption must not use the personal device to take images or videos of children. Exemptions need to be provided for in writing by the approved provider and may include:

- Emergency communication during incidents such as a lost child, injury, lockdown, or evacuation
- Personal health needs requiring device use (e.g. heart or blood sugar monitoring)
- Disability related communication needs
- Urgent family matters (e.g. critically ill or dying family member)
- Local emergency event to receive alerts (e.g. government bushfire or evacuation notifications)

Our Service has developed and maintains a register of all electronic devices purchased for and used within the Service. This register will include details such as the device type, date of purchase, intended use, assigned user (if applicable), security settings, and any features related to connectivity, data storage, or recording capabilities. Devices recorded in the register may include, but are not limited to, computers,

tablets, mobile phones, cameras, CCTV systems, audio recorders, smart toys, baby monitors and any other internet-connected or data-enabled devices used within the Service.

Children enrolled at our Service are not permitted to bring electronic devices to the Service, unless an exception has been discussed with the approved provider or nominated supervisor or Director, where the device may be required to support a diagnosed medical condition or disability. This must be signed in and out on a register as required. If a child brings an electronic device to the Service, it will be switched off and stored in a locked cupboard and returned to the parent or carer at collection.

SOCIAL MEDIA PLATFORMS AND ONLINE ENVIRONMENTS

- As a Child Safe Organisation, our Service has the responsibility to ensure children and educators are protected from harm when they engage with digital technology including social media. Children's safety and wellbeing is paramount and our Service has the responsibility to provide and maintain a safe and secure working and learning environment for staff, children, visitors and contractors, including online environments. We aim to create and maintain a positive digital safe culture that works in conjunction with our Service philosophy, and privacy and legislative requirements to ensure the safety of enrolled children, educators and families.
- Strict guidelines for the use of social media are outlined in our *Social Media Policy*
- Staff members who have a personal Facebook account are not permitted to post any negative comments relating to the Service, children, colleagues, or families.
- Staff members are to use their own personal discretion when adding a family of the Service as a 'friend' on Facebook. The Service does not recommend staff to add families of the Service as they will be seen still as a representative of the Service and held to the Service's Code of Conduct on all posts on their private 'wall' if families have access.
- Families are advised in our *Social Media Policy* to respect that staff may have a personal policy on adding families due to their professional philosophy and that the Service does not recommend staff to have families as friends on their private account.

PERSONAL PHONE CALLS

- employees are not authorised to use the Service's phones for personal reasons unless in the case of an emergency or with permission from management. If, for personal reasons an employee needs to remain contactable from someone outside the Service they should ensure that the situation is explained to management and that the service's primary contact details are passed on to the persons/family outside the Service.
- no personal mail or deliveries should be directed to the Service unless prior approval has been granted by the nominated supervisor/management
- employees are not to contact families or children of the Service for personal reasons

SERVICE EMAIL

- Email is to be used only for company usage, not for private communications
- Passwords and access privileges are strictly confidential and to be used only by the educator issued with that access, or persons delegated to know and use that access in the normal course of operation
- It is the responsibility of the authorised user to take fair and reasonable steps to ensure the passwords and other forms of access are held safe
- Employees are to be aware that their Service email account may be accessed by management at any time.

USE OF ALCOHOL, DRUGS AND TOBACCO AND VAPES

- Smoking or vaping is NOT permitted in or on surrounding areas of the Service
- It is expected that the odour of cigarette or vape smoke will not be detected on an employee's clothing. If an employee is found smoking/vaping on the premises, that employee's employment may be terminated. Our Service supports the Smoke Free Environment Act 2000. The Service and its employees will follow all conditions outlined in this act.
- Our Service is bound by the Education and Care Services National Regulations. Alcohol, drugs, or other substance abuse by employees can have serious adverse effects on their own health and the safety of others. As such, all employees must not:
    - consume alcohol nor be under the influence of alcohol while working
    - use or possess illegal drugs at any workplace
    - drive a vehicle, having consumed alcohol or suffering from the effects of illegal substances, or
    - bring alcohol or any illegal drugs onto the premises.
- If a co-worker suspects a colleague to be affected by drugs or alcohol, they must inform the nominated supervisor immediately. No employee will be allowed to work under the influence of drugs or alcohol. (See: *Tobacco, vaping and electronic devices, Drugs and Alcohol-Free Policy*)
- Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this to the nominated supervisor. Consideration will be given as to whether the particular medication affects the person's capacity to provide education and care to children.
- All issues pertaining to these matters shall be kept strictly confidential. A breach of this policy may initiate appropriate action including the termination of employment.

DRESS CODE

- All employees must adhere to our uniform/dress code supplied during induction including the display of their name badge whilst on shift.
- Enclosed shoes must be worn at all times (strictly no high heels, thongs, or wedges).
- Clothes must be suitable for free movement, active play, and messy play. Shirts with collars and wide-brimmed hats must be worn to adhere to Sun Safe Policy
- No offensive logos or political statements are to be displayed on clothing.

PERSONAL HYGIENE

All employees are to adhere to the following standards:

- long hair is to be clean and neatly tied back. Ensure hair does not hang in your eyes
- makeup is to be light and natural
- fingernails are to be clean and well groomed
- nail polish (if worn) cannot be chipped
- employees will follow appropriate oral hygiene practices
- an appropriate deodorant/antiperspirant will be worn
- strong perfumes will not be worn as they may cause allergic reactions in children.

BREACH OF THE CODE OF CONDUCT

All employees are made fully aware that the following breaches of the Code of Conduct and role responsibilities may result in disciplinary action which may lead to termination of employment:

- reporting to work under the influence of alcohol or drugs
- refusal to complete mandated professional training
- possessing or selling drugs at the Service
- immoral, immature, or indecent conduct while at the Service
- inappropriate use of company equipment and/or resources
- refusing to work as reasonably directed
- possessing a dangerous weapon whilst at the Service
- bringing disrepute to the Service
- causing disruption or discontent in the relationship between a family and the Service
- disclosure of confidential information
- falsifying documentation
- stealing, abusing, defacing, or destroying company property
- interfering with work schedules
- falsification of reports, documents, or wages information
- failure to report for work without notice

- walking off the job
- failure to follow policies and procedures
- vulgarity or disrespectful conduct to families, management or colleagues
- making or publishing false, vicious, or malicious statements about any employee of the Service, or the Service itself
- failure to hand in lost property (this is regarded as stealing): Lost property is to be handed to the nominated supervisor
- unable to maintain or hold a current Working with Children Check/Clearance

DISCIPLINARY ACTION

All employees are made fully aware that continued abuse of the following may result in disciplinary action. These include, but are not limited to the following:

- unauthorised absence
- having personal visitors whilst on shift
- continued personal phone calls
- using a personal mobile phone or device to take photographs or video of children
- unauthorised solicitation or distribution of money or materials
- consistent or ongoing poor work standard
- carelessness in the performance of duties
- consistent or ongoing low level of enthusiasm
- lack of personal cleanliness and hygiene
- taking excessive breaks
- failure to report health, fire or safety hazards
- repeated tardiness

CONTINUOUS IMPROVEMENT/REFLECTION

The *Code of Conduct Policy* will be evaluated and reviewed on an annual basis in conjunction with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP - RELATED RESOURCES

Code of Conduct – Staff Acknowledgement Form

SOURCES

Australian Children's Education & Care Quality Authority. (2024). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority. (2024). National Model Code for Early Childhood Education and Care.
Anti-Discrimination Act: See https://raisingchildren.net.au/disability/disability-rights-the-law/law/anti-discrimination-laws for Acts for specific Australian states and territories.
Australian Human Rights Commission https://www.humanrights.gov.au/our-work/childrens-rights

Early Childhood Australia Code of Ethics. (2016).
Australian Government. Fair Work Ombudsman. (2024). Hiring employees
Government of South Australia Human Services Child safe environments
National Principles for Child Safe Organisations
NSW Government Office of the Children's Guardian *Code of Conduct- a guide to developing child safe Codes of Conduct.* (2020).
Ombudsman Act 2001 (Cth).
Privacy and Personal Information Protection Act 1998 (Cth).
Victoria State Government. (2021). Family Violence Multi-Agency Risk Assessment and Management Framework.
Victoria State Government. (2022). Families, Fairness and Housing. Resources for Child Safe Standards

Work Health and Safety Act 2011 (Cth).
Workplace Relations Act 1996 (Cth).

REVIEW

POLICY REVIEWED	March 2026	NEXT REVIEW DATE	March 2027
MODIFICATIONS	Changes to WWCC requirements. The addition of the National Early Childhood Worker Register. The addition of the completion of mandatory child safety training. Restriction on personal devices in ECEC settings under Part 6A of the National Law and the Regulator Direction issued by the NSW Early Learning Commission under Section 261A of the National Law. New provisions under section 166A and 5AA of the National Law (NSW) Preventing Inappropriate Conduct. The addition of Paramount Consideration.		
POLICY REVIEWED	AUGUST 2025	NEXT REVIEW DATE	DECEMBER 2026
VERSION NUMBER	V16.12.24		
MODIFICATIONS	• annual policy review • added section on National Model Code and Guidelines re: taking images and video of children in ECEC settings • added information re: Right to Disconnect legislation • added statement re: prohibition notices for employees • sources checked for currency and updated as required		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
DECEMBER 2023	• annual policy review- minor formatting edits • National Principles for Child Safe Organisations added • added terms- educators, staff and management within policy • vaping added to use of alcohol, drugs and tobacco • added information related to bullying, sexual harassment and discrimination • information added regarding reporting a breach of a reportable matter		DECEMBER 2024

	• sources updated	