

CODE OF CONDUCT POLICY

Mandatory – Quality Area 4

PURPOSE

This policy provides guidelines to enable Camberwell Kindergarten and Child Care Centre Inc to:

- Establish the expected standards of behaviour for the Approved Provider (if an individual), Nominated Supervisor, Person Responsible, staff, contractors, volunteers, students on placements, parents / guardians and visitors at Camberwell Kindergarten and Child Care Centre Inc.
- Create and maintain a child safe environment that reflects the philosophy, beliefs, objectives and values of the service.
- Promote desirable and appropriate behaviour.
- Promote interactions at the service which are respectful, honest, courteous, sensitive, tactful and considerate.

POLICY STATEMENT

1. VALUES

Camberwell Kindergarten and Child Care Centre Inc. is committed to:

- Acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination.
- Maintaining a duty of care (refer to *Definitions*) towards all children at the service.
- Is committed to the safety and wellbeing of each child at the service.
- Is committed to the safety and wellbeing of all staff at the service.
- Providing a safe and secure environment for all at the service.
- Respecting the rights of the child and values diversity.
- Providing an open, welcoming environment in which everyone's contribution is valued and respected.
- Is committed to communicating openly and honestly.
- Is committed to continually learning how to be inclusive and respectful of cultural needs.
- Encouraging parents/guardians, volunteers, students and visitors to support and participate in the program and activities of the service.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Person Responsible, staff, This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in Day to Day Charge, staff, contractors, volunteers, students on placement, parents/guardians and visitors attending the programs and activities of Camberwell Kindergarten and Child Care Centre Inc.

3. BACKGROUND AND LEGISLATION

Background

A Code of Conduct establishes a standard of behaviour to be followed and define how individuals are expected to behave towards each other, towards the children in their care, and towards other organisations and individuals in the community.

The Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons Responsible for the Day to Day Charge, and staff have a duty of care to the children attending the service and must ensure "that every reasonable precaution is taken to protect children being educated

and cared for by the service from harm and from any hazard likely to cause injury” (National Law: Section 167).

The *National Quality Standard* requires that staff are respectful and ethical and that ‘professional standards guide practice, interactions and relationships’ (*National Quality Standard*: 4.2 and 4.2.2).

Employers also have a legal responsibility to provide, as far as is practicable, a safe workplace that is free from discrimination, bullying and harassment.

Child Safe Standard 3 requires services to develop and review codes of conduct that establish clear expectations for appropriate behaviour with children including:

- How to respond to risks adults may pose to children or that children may pose to each other
- How to ensure the cultural safety of Aboriginal children and culturally and linguistically diverse children
- How to be inclusive of all children, including children with a disability.

A Code of Conduct should be informed by the service’s philosophy, beliefs and values, and based on ethical principles of mutual respect, equity and fairness. Consideration should be given to the Victorian Teaching Profession *Code of Conduct and the Code of Ethics* and to the Early Childhood Australia’s *Code of Ethics* in developing the code of conduct.

The Approved Provider, Person with Management or Control, must ensure that the Nominated Supervisor, Responsible Persons in Day to Day Charge, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Camberwell Kindergarten and Child Care Centre Inc. adhere to the expectations outlined in the Code of Conduct when communicating to and interacting with:

- Children at the service and their parents and family members.
- Each other.
- Others in the community.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Charter of Human Rights and Responsibilities Act 2006* (Vic).
- Child Safe Standards (Vic).
- *Children, Youth and Families Act 2005* (Vic).
- *Child Wellbeing and Safety Act 2005* (Vic).
- *Disability Discrimination Act 1992* (Cth).
- *Education and Care Services National Law Act 2010*: Sections 166, 167, 174.
- *Education and Care Services National Regulations 2011*: Regulations 155, 156, 157, 175.
- *Equal Opportunity Act 2010* (Vic).
- *Equal Employment Act 1985*.
- *Fair Work Act 2009* (Cth).
- Fair Work Regulations 2009 (Cth).
- National Quality Standard, Quality Area 4: Staffing Arrangements.
 - Standard 4.2: Educators, coordinators and staff members are respectful and ethical.
 - Element 4.2.1: Professional standards guide practice, interactions and relationships.
- *Occupational Health and Safety Act 2004*.
- *Occupational Health and Safety Regulations 2007*.
- *Racial Discrimination Act 1975*.
- *Racial and Religious Tolerance Act 2001* (Vic).

- *Sex Discrimination Act 1984* (Cth).
- *Victorian Institute of Teaching The Victorian Teaching Profession Code of Conduct*.
- *Victorian Institute of Teaching The Victorian Teaching Profession Code of Ethics*.

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Assault: An incident where a person causes injury, pain, discomfort or damage to another person. It also includes insult or deprivation of liberty. Assault can be physical or verbal.

Bullying: Repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying occurs when one or more people deliberately and repeatedly upset or hurt another person, damage their property, reputation or social acceptance.

Discrimination: Unfair treatment on the basis of age, disability, industrial activity, lawful sexual activity, sexual orientation, marital status, parental status, career status, physical features, political belief or activity, pregnancy, race, religion, sex or personal association.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Ethical conduct: Behaviour which reflects values or a code of conduct.

Harassment: When someone is demeaning, derogatory or intimidating towards another person.

Harassment includes:

- Racial taunts.
- Taunts about sexual orientation or gender identity.
- Sexual harassment: unwelcome physical, verbal or written behaviour of a sexual nature.
- Repeated insulting remarks.

Investigator: A person / staff member assigned, or organisation engaged with the responsibility of investigating suspected breaches of the Code of Conduct by the Approved Provider.

Non- verbal sexual harassment: May include unsolicited leers and gestures of a sexual nature and the display of pornographic material within the workplace.

Notifiable complaint: A complaint that alleges a breach of the Education and Care Services National Act or Regulation, or alleges that the health, safety or wellbeing of a child at the service may have been compromised. Any complaint of this nature must be reported by the **Approved Provider or Persons with Management or Control** to the secretary of DET within 24 hours of the complaint being made (Section 174(2) (b), Regulation 176(2) (b)). If the **Approved Provider** is unsure whether the matter is a notifiable complaint, it is good practice to contact DET for confirmation. Written reports to DET must include:

- Details of the event or incident.
- The name of the person who initially made the complaint.
- If appropriate, the name of the child concerned and the condition of the child, including a medical or incident report (where relevant).
- Contact details of a **nominated member** of the **Grievances Subcommittee/investigator**.
- Any other relevant information.

Written notification of complaints must be submitted via the National Quality Agenda IT system (NQAITS): <http://www.acecqa.gov.au/national-quality-agenda-it-system>. If the Approved Provider is unsure whether the matter is a notifiable complaint, it is good practice to contact DET for confirmation.

Physical sexual harassment: includes uninvited petting, pinching and intentional brushing against another person's body or subtle or implied demands for sexual activities or actual molestation.

Respect: Demonstrating regard for the rights of individuals, for different values and points of views.

Serious incident: A serious incident is defined as (regulation 12):

- **The death of a child-**

- While being cared for by an education and care service; or
- Following an incident while being educated and cared for by an education and care service.
 - Any incident involving serious injury or trauma to, or illness of, a child while being educated and care for by an education and care service-
- Which a reasonable person would consider required urgent medical attention from a registered medical practitioner (examples include broken limbs or anaphylaxis reaction) attention of a registered medical practitioner; or
- For which the child attended, or ought reasonably to have attended a hospital.
 - Any incident where the attendance by emergency services at the education and care services premises was sought, or ought reasonably to have been sought.
 - Any circumstances where a child being educated and care for by an education and care services appears to be missing or cannot be accounted for;
- Appears to have been taken or removed from the education and care services premises in a manner that contravenes National Regulations.
- Is mistakenly locked in or locked out of an education and care services premises or any part of the premises.

The Regulatory Authority (DET) must be notified of a serious incident (section 174(2) (a)) in **writing in the case of:**

- The death of a child, as soon as practicable but within 24 hours of the death, or the time that the person becomes aware of the death
- Any other serious incident, within 24 hours of the incident or the time that the person becomes aware of the incident

Written notification of serious incidents must be submitted via the ACECQA portal using the appropriate forms at <https://www.acecqa.gov.au/resources/applications>.

Sexual Harassment: covers a range of behaviour broadly sexual and therefore personal in nature, which is uninvited and unwelcome.

Support: Work in a co-operative and positive manner.

Verbal sexual harassment: Includes comments and put-downs.

5. SOURCES AND RELATED POLICIES

Sources

- Early Childhood Australia, *Code of Ethics*: <http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/>
- United Nations, *The Universal Declaration of Human Rights*: <http://www.un.org/en/universal-declaration-human-rights/>
- United Nations, *Convention on The Rights of the Child*: <http://www.unicef.org/crc/>
- Victoria Legal Aid: www.legalaid.vic.gov.au
- Victorian Institute of Teaching – The Victorian Teaching Profession Code of Conduct and Code of Ethics: <http://www.vit.vic.edu.au>

Service policies

- *Child Safe (formerly Child Protection) Policy*
- *Complaints and Grievances Policy*
- *Delivery and Collection of Children Policy*

- *Equal Opportunity Policy.*
- *Interactions with Children Policy.*
- *Occupational Health and Safety Policy.*
- *Privacy and Confidentiality Policy.*
- *Relaxation and Sleep Policy.*
- *Staffing Policy.*
- *Serious Misconduct Policy.*

PROCEDURES

The Approved Provider or Persons with Management and Control is responsible for:

- Providing a safe environment for staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Camberwell Kindergarten and Child Care Centre Inc.
- Providing guidance through leadership and by being a positive role model
- Developing and updating/ reviewing codes of conduct for Camberwell Kindergarten and Child Care Centre Inc. in collaboration with the Nominated Supervisor, staff, parents/guardians, children and others involved with the service (refer to Attachments 1 and 3).
- Ensuring that staff, volunteers, students and parents/guardians are provided with a copy of this policy on employment, engagement or enrolment at the service and that the current codes of conduct are publicly displayed and promoted to everyone including contractors and visitors
- Ensuring that staff complete and sign the *Code of Conduct Acknowledgement* (refer to Attachment 2) and that these are filed with individual staff records upon engagement in the service
- Ensuring that the codes of conduct are regularly discussed at staff meetings to reinforce expectations
- Developing a culture of accountability within the service for complying with the code(s) of conduct and being prepared to respond when behavioural expectations are not adhered to
- Ensuring that all children being educated and cared for at [Service Name] are protected from harm and any hazard likely to cause injury (National Law: Section 167) and that the children know who to speak to about any concerns and that their concerns are followed-up
- Working with the Nominated Supervisor, staff, students, volunteers, parents/guardians and others at the service to provide an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct
- Any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of care of the Approved Provider, Persons with Management or Control, Nominated Supervisor or educators under the Law (Regulation 157)
- Ensuring that contractors, volunteers, parent/guardians, students or visitors at the service are not placed in a situation where they are left alone with a child
- Respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal
- Notifying DET in writing within 24 hours of a serious incident (refer to *Definitions*) or of a notifiable complaint (refer to *Definitions*) at the service (National Law: Sections 174(2)(b) and 174(4), National Regulations: Regulations 175(2)(c) and 176(2)(b)) via the NQAITS
- Referring notifiable complaints (refer to *Definitions*), grievances or complaints that are unable to be resolved appropriately and in a timely manner to the Grievances Subcommittee/investigator (refer to *Complaints and Grievances Policy*)
- Activating the *Complaints and Grievances Policy* on notification of a breach of the *Code of Conduct Policy*

- Taking appropriate disciplinary or legal action, or reviewing the terms of employment in the event of misconduct or a serious breach of the *Code of Conduct Policy*
- Contacting Police in an emergency situation where it is believed that there is an immediate risk, such as when violence has been threatened or perpetrated or where sexual abuse or grooming is suspected as outlined in the *Child Safe (formerly Child Protection) Policy*.
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of care of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157)
- Ensuring that parents/guardians on duty, or other adults participating in the program, are not placed in a situation where they are left alone with a child.
- Respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal.
- Ensuring that all staff abides by the Equal employment Act 1985 and the Equal opportunity Act 2010.

The Nominated Supervisor and Persons in Day to Day Charge is responsible for:

- Ensuring that the children educated and cared for at Camberwell Kindergarten and Child Care Centre Inc. are protected from harm and from any hazard likely to cause injury (National Law: Section 167)
- Providing guidance through their leadership and by being a positive role model
- Assisting the Approved Provider to develop codes of conduct for staff and parents/guardians, students, contractors, volunteers and visitors (refer to Attachments 1 and 3 for samples)
- Completing and signing the *Code of Conduct Acknowledgement* for staff (refer to Attachment 3)
- Adhering to the Code of Conduct for staff at all times (refer to Attachment 1).
- Informing the Approved Provider in the event of a serious incident (refer to *Definitions*), of a notifiable complaint (refer to *Definitions*) or of a breach of the *Code of Conduct Policy*
- Contacting Police in an emergency situation where it is believed that there is an immediate risk, such as when violence has been threatened or perpetrated, or where sexual abuse or grooming is suspected as outlined in the *Child Safety Environment (formerly Child Protection) Policy*.
- Working with the Approved Provider, Persons with Management or Control, Responsible Persons for Day to Day Charge, staff, students, volunteers, parents/guardians and others at the service to provide an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of care of the Approved Provider, Person with Management or Control, Responsible Persons for Day to Day Charge, Nominated Supervisor or educators under the Law (Regulation 157)
- Developing practices and procedures to ensure that parent/guardians, students, contractors, volunteers or visitors at the service, are not placed in a situation where they are left alone with a child
- Respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal
- Understanding and accepting that serious breaches of this code will be deemed misconduct and may lead to disciplinary or legal action, or a review of their employment

- Ensuring that all educators, staff, volunteers, students, parents/guardians and visitors are provided with a copy of this policy on employment, enrolment or arrival at the service and sign the code of conduct. (Attachment 4).
- To ensure that all staff, visitors, parents obliged under the OHS legislation to protect the health of their fellow staff, children, students, visitors and parents while at the service.

All staff is responsible for:

- Assisting the Approved Provider to develop a code of conduct for staff (refer to Attachment 1)
- Completing and signing the *Code of Conduct Acknowledgement* (refer to Attachment 3)
- Adhering to the code of conduct for staff (refer to Attachment 1) at all times
- Providing guidance to students, volunteers, parents/guardians, students and visitors through positive role modelling and, when appropriate, clear and respectful directions
- Working with the Approved Provider, Persons with Management or Control, Responsible Person for Day to Day Charge, Nominated Supervisor, their colleagues, students, volunteers, parents/guardians and others at the service to provide an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct
- Ensuring that parents/guardians, students, contractors, volunteers and visitors at the service are not placed in a situation where they are left alone with a child
- Informing the Approved Provider or Persons with Management or Control, in the event of a serious incident (refer to *Definitions*), of a notifiable complaint (refer to *Definitions*) or of a breach of the *Code of Conduct Policy*
- Contacting Police in an emergency situation where it is believed that there is an immediate risk, such as when violence has been threatened or perpetrated or where sexual abuse or grooming is suspected as outlined in the *Child Safety Environment (formerly Child Protection) Policy*.
- Respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal
- Understanding and accepting that serious breaches of this code will be deemed misconduct and may lead to disciplinary or legal action, or a review of their employment.
- All staff are made aware of the avenues available for sexual harassment and the action that will be taken against those who violate this policy.

Parents/guardians are responsible for:

- Reading the *Code of Conduct Policy*.
- Completing and signing the Code of Conduct for parents/guardians (refer to Attachments 3 and 4)
- Abiding by the Code of Conduct, as set out in this policy, while at the service.
- Complying with all policies of the service.

Volunteers, Contractors, visitors and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider, Persons with Management or Control will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Assess whether a satisfactory resolution has been achieved in relation to issues arising from this policy.
- Keep the policy up to date with current legislation, research, policy and best practice.
- Revise the policy and procedures as part of the service's policy review cycle, or as required

- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Code of Conduct for the Approved Provider, Nominated Supervisor and all staff.
- Attachment 2: Code of Conduct Policy Acknowledgement for staff.
- Attachment 3: Code of Conduct for parents/guardians, students, volunteers, contractors and visitors.
- Attachment 4: Code of Conduct Policy Acknowledgement for parents/guardians, students, contractors and volunteers.

AUTHORISATION

This policy was adopted and reviewed by the Approved Provider of Camberwell Kindergarten and Child Care Centre Inc. on 05/07/2019

REVIEW DATE: 05/07/2021

ATTACHMENT 1

Code of conduct for the Approved Provider, Nominated Supervisor and all staff.

The Approved Provider, Persons with Management or Control, Nominated Supervisor and all staff at Camberwell Kindergarten and Child Care Centre Inc are responsible for promoting the safety and wellbeing of children and their families by:

- Treating everyone with respect, including listening and valuing their ideas and opinions.
- Contributing to a culture of child safety.
- Adhering to the Child Safe Environment Policy and all other policies.
- Taking all reasonable steps to protect children from abuse.
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know as required under the Privacy and Confidentiality Policy.
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns.

Professional responsibilities

The Approved Provider, Persons with Management or Control, Nominated Supervisor and all staff demonstrates our commitment to our professional responsibilities by:

Undertaking duties in a competent, timely and responsible way.

- Ensuring our knowledge and expertise is up to date and relevant to our roles.
- Being aware of the role of other professionals and agencies and working collaboratively and within the limits of our professional expertise.
- Understanding and complying with legal obligations in relation to:
 - discrimination, harassment and vilification.
 - negligence.
 - grooming.
 - disclosure of child sexual abuse.
 - mandatory reporting.
 - privacy and confidentiality.
 - occupational health and safety, including emergency evaluation procedures.
 - raising any complaints or grievances in accordance with the Complaints and Grievances Policy.
 - maintaining teacher registration and Working with Children check as applicable.
- Raising any complaints or grievances in accordance with the Complaints and Grievances Policy

Relationships with children

The Approved Provider (if an individual), Persons with Management or Control, Nominated Supervisor and all staff at Camberwell Kindergarten and Child Care Centre Inc will demonstrate our commitment to high-quality education and care for children by:

- Being a positive role model at all times.
- Encouraging children to express themselves and their opinions.
- Allowing children to undertake experiences that develop self-reliance and self-esteem.
- Maintaining a safe environment for children.
- Respecting the rights of all children.
- Working with children in an open and transparent way by informing other staff about the work being done with children.
- Speaking to children in an encouraging and positive manner.
- Listening actively to children and offering empathy and support.
- Giving each child positive guidance and encouraging appropriate behaviour.
- Regarding all children equally, and with respect and dignity.

- Having regard to the cultural values and supporting them to express their culture.
- Providing opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members and volunteers at the service.
- Informing children if physical contact is required for any purpose and asking them if they are comfortable with this interaction and complying with the Interactions with Children Policy.
- Ensuring all interactions with children are undertaken in full view of other adults.
- Encouraging and assisting children to undertake activities of a personal nature for themselves e.g. toileting and changing clothes.
- Respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service.

Relationships with parents/guardians and families

In our relationships with parents/guardians and families, the Approved Provider (if an individual), Persons with Management or Control, Nominated Supervisor and all staff will demonstrate their commitment to collaboration by:

- Considering the perspective of parents/guardians and families when making decisions that impact on the education and care of their child.
- Communicating with parents/guardians and families in a timely and sensitive manner.
- Responding to concerns expressed by parents/guardians and families in a timely and appropriate manner.
- Respecting the cultural context of each child and their family.
- Working collaboratively with parents/guardians and families.
- Respecting the privacy of information provided by parents/guardians and families, and keeping this information confidential, as required under the *Privacy and Confidentiality Policy*.

Relationships with employer and between colleagues

In relationships with colleagues, the Approved Provider (if an individual), Persons with Management or Control, Nominated Supervisor, and between colleagues, staff will demonstrate collegiality by:

- Developing relationships based on mutual respect, equity and fairness, always remember that CKCC is a professional workplace where laws and regulations apply to all employees.
- Encouraging others to act in accordance with this Code of Conduct and taking action when they observe behaviours which are outside of the Code of Conduct.
- Working in partnership in a courteous, respectful and encouraging manner – verbal communication exchanges should be carried out in a courteous and respectable manner.
- Valuing the input of others – Everyone has a right to participate, contribute and speak in the CKCC professional environment.
- Sharing expertise and knowledge in appropriate forums, and in a considered manner – it should be taken into account that everyone is at a different stage of their professional learnings and understanding – opinions and criticisms should be communicated in a sensitive manner with this in mind.
- Respecting the rights of others as individual -every CKCC employee has the right to feel comfortable and valued in the CKCC workplace.
- Giving encouraging and constructive feedback and respecting the value of different professional approaches- there is more than one way to approach education and care and this should be shared and negotiated amongst colleagues at CKCC – with respect of our CKCC philosophy.
- Being prepared to have difficult conversations and use constructive processes to address difference of opinion.
- Resolve any conflicts with other employees or committee members using the centres policies and procedures.
- Take responsibility for their own actions.
- Work in accordance to the Commitments to Action.
- Respect the confidentiality of information gained during their employment at the centre.

Unacceptable Conduct of an Educator:

- Develop any special relationships with children that could be seen as favoritism (e.g. offering of special gifts or special treatment for specific children.)
- Exhibit behaviors with children that may be construed as unnecessary physical (e.g. inappropriate sitting on laps. Sitting on laps is appropriate sometimes when reading a story or offering comfort.)
- Putting children at risk of abuse.
- Do things of a personal nature that a child can do for themselves such as toileting or changing clothes.
- Use profane, insulting, harassing, aggressive or otherwise offensive language.
- Use actions or behavior that constitutes harassment or discrimination.
- Failure to obey a lawful and reasonable direction given by management.
- Serious breach of the Education Care Services Regulations 2011 and Law 2010
- Initiate or partake in malicious or negative gossip about others.
- Discuss confidential information with any person outside of the Centre unless required to by law.
- Viewing, accessing, storing and/or distributing any inappropriate or offensive material regarding children, parents or colleague.
- Compromising a child's physical or emotional safety.

- Failing to take every precaution to protect children from any hazard likely to cause injury.
- Failing to ensure that any child is adequately supervised.
- Treatment, particularly of children, that involves frightening, threatening or demeaning techniques.
- Criminal conduct such as theft, possession of illegal substances on work premises.
- Attendance at work while under the influence of alcohol or non- prescription drugs.

ATTACHMENT 2
Code of Conduct Acknowledgement for staff

I hereby acknowledge that on _____ I received a copy of the *Code of Conduct Policy* for Camberwell Kindergarten and Child Care Centre Inc.

I have read this policy, and I understand its contents and I agree to abide by the Code of Conduct and fulfilling my responsibilities as outlined in this policy whilst working at Camberwell Kindergarten and Child Care Centre Inc.

I understand that the Approved Provider will address any breach of this policy, and that any *serious* breach could lead to legal or disciplinary action.

I understand that a signed copy of this acknowledgement will be kept on my child’s record while I am working at the service, and will be disposed of when my employment has ceased.

_____	_____	_____
Signature	Name (please print)	Date

_____	_____	_____
Witness signature	Name (please print)	Date

_____	_____	_____
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Thankyou for your contribution to making Camberwell Kindergarten and Child Care Centre Inc an open, safe, welcoming and friendly environment.

ATTACHMENT 3

Code of conduct for parents/guardians, students, volunteers, contractors and visitors.

I commit to contributing to creating an environment at Camberwell Kindergarten and Child Care Centre Inc that:

- Respects the rights of the child and values diversity.
- Acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination.
- Maintains a duty of care (refer to definitions) towards all children at the service.
- Is committed to the safety and wellbeing of each child at the service.
- Is committed to the safety and wellbeing of all staff at the service.
- Provides a safe and secure environment for all at the service
- Provides an open, welcoming environment in which everyone's contribution is valued and respected.
- Is committed to communicating openly and honestly.
- Is committed to continually learning how to be inclusive and respectful of cultural needs.
- Encourages parents/guardians, volunteer, student and community members to support and participate in the program and activities of the service.

Relationship with children

In our relationships with children, I commit to:

- Being a positive role model at all times.
- Encouraging children to express themselves and their opinions.
- Allowing children to undertake experiences that develop self-reliance and self-esteem.
- Maintaining a safe environment for children.
- Speaking to children in an encouraging and positive manner.
- Giving each child positive guidance and encouraging appropriate behaviour.
- Regarding all children equally, and with respect and dignity.
- Having regard to each child's cultural values.
- Respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service.

Relationships with the Approved Provider, Persons with Management or Control, Nominated Supervisor, staff and others

In my relationships with the Approved Provider, Persons with Management or Control, Nominated Supervisor, staff, other parents/guardians, volunteers and visitors I commit to:

- Reading and abiding by the Code of Conduct Policy.
- Developing relationships based on mutual respect.
- Developing relationships based on mutual respect, equity and fairness, always remember that CKCC is a professional workplace where laws and regulations apply to all employees
- Encouraging others to act in accordance with this Code of Conduct and taking action when they observe behaviours which are outside of the Code of Conduct.
- Working in partnership in a courteous, respectful and encouraging manner – verbal communication exchanges should be carried out in a courteous and respectable manner.
- Valuing the input of others – Everyone has a right to participate, contribute and speak in our CKCC professional environment.

- Sharing expertise and knowledge in appropriate forums, and in a considered manner – it should be taken into account that everyone is at a different stage of their professional learnings and understanding – opinions and criticisms should be communicated in a sensitive manner with this in mind.
- Respecting the rights of others as individual - every CKCC employee has the right to feel comfortable and valued in the CKCC workplace.
- Giving encouraging and constructive feedback and respecting the value of different professional approaches- there is more than one way to approach education and care and this should be shared and negotiated amongst colleagues at CKCC – with respect of our CKCC philosophy.
- Respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the Privacy and Confidentiality policy.
- Follow the directions of staff at all times.
- Treating the environment with respect.
- Liaising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently.
- Raising any complaints or grievances in accordance with the Complaints and Grievances policy.

ATTACHMENT 4

Code of Conduct Acknowledgement for parents/guardians, students, contractors and volunteers.

I hereby acknowledge that on _____ I received a copy of the *Code of Conduct Policy* for Camberwell Kindergarten and Child Care Centre Inc.

I have read this policy, and I understand its contents and I agree to abide by the Code of Conduct and fulfilling my responsibilities as outlined in this policy whilst working at Camberwell Kindergarten and Child Care Centre Inc.

I understand that the Approved Provider will address any breach of this policy, and that any *serious* breach could lead to legal or disciplinary action.

I understand that a signed copy of this acknowledgement will be kept on my staff record while I am working at the service and will be disposed of when my employment has ceased.

Signature

Name (please print)

Date

Witness signature

Name (please print)

Date

Thank you for your contribution to making Camberwell Kindergarten and Child Care Centre Inc an open, safe, welcoming and friendly environment.