

Code of Conduct Policy

Purpose

Our Service is dedicated to creating and maintaining an environment that prioritises the safety and wellbeing of all children and embeds the National Principles for Child Safe Organisations. Every member of staff, including volunteers, is responsible for fostering a culture of safety and wellbeing to minimise the risk of child abuse or harm, while promoting children's sense of security, belonging, and inclusion. The Service actively promotes cultural safety for Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

Professional Behaviour and Respect

Employees and management are expected to adhere to all relevant legislation, including the Education and Care Services National Law and Regulations, the National Quality Standard, and the Child Safe Standards. Staff are required to maintain positive interactions with children, families, colleagues, and the broader community while demonstrating professional conduct, ethical behaviour, and respect for diversity at all times.

All employees and management are expected to respect the Service, its philosophy, and the rights of children and families. This includes taking reasonable steps to protect children from harm, providing adequate supervision at all times, and maintaining confidentiality of sensitive information in line with the Service's Privacy and Confidentiality Policy and relevant legislation. Bullying, harassment, intimidation, or any form of discriminatory behaviour towards children, colleagues, families, or visitors is strictly prohibited. Staff must promote the wellbeing and safety of all children and act in accordance with their responsibilities as mandatory reporters, reporting any allegations or suspicions of abuse, neglect, or harm to management and relevant authorities as required.

Expectations of Employees

Employees are required to carry out their work proficiently, professionally, and respectfully, adhering to Service policies, procedures, and regulatory requirements. Staff must act honestly, exercise attentiveness, and uphold the rights of children, always prioritising their needs. They are expected to work collaboratively with colleagues, value diversity, and model positive behaviour to children at all times. Staff must engage in continuous professional reflection and development to ensure the highest standards of practice and child safety.

Employees are prohibited from engaging in illegal, unsafe, or abusive behaviour, including physical, sexual, or psychological abuse, harassment, neglect, or grooming. They must not trivialise or exaggerate child abuse issues, share inappropriate content with children, or discriminate against children based on culture, race, ethnicity, or disability. Any behaviour that may put children at risk, such as refusing food/play or exposing children to inappropriate language, media, or materials, is strictly forbidden.

Social Media and Digital Communication

Social media and digital communication must be used responsibly to protect children and maintain professional boundaries. Personal social media accounts must not be used to post negative comments about the Service, children, colleagues, or families.

. Staff should avoid accepting families as friends on personal accounts to maintain professional boundaries. Personal mobile phones and smart watches are not to be used during working hours, except in emergencies or during breaks away from children. Staff must not use personal devices to photograph children; only Service devices may be used for observations or authorised activities.

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Substance Use

All employees must comply with the Service's policies on alcohol, drugs, and tobacco, ensuring they are not under the influence while working. Smoking is prohibited on or near the premises, and alcohol or illicit drugs must not be brought onto the Service grounds. Any concerns regarding a colleague's potential substance misuse must be reported to management immediately.

Dress Code and Personal Hygiene

Staff are expected to adhere to the Service dress code and personal hygiene standards. Clothing must be suitable for active and messy play, enclosed shoes are required, and offensive logos or political statements are prohibited. Hair should be clean and tied back, makeup minimal, and fingernails clean and well-groomed.

Breach of Code of Conduct

Any breach of the Code of Conduct will result in immediate termination of employment without prior warning. Examples of serious breaches include, but are not limited to, reporting to work under the influence, refusal to complete mandatory training, immoral or indecent conduct, inappropriate use of Service equipment, failure to follow lawful and reasonable directions or policies, disclosure of confidential information, theft, or any actions that bring the Service into disrepute.

Other behaviours, such as repeated unauthorised absence, poor work standards, misuse of personal phones, and failure to maintain hygiene or workplace safety, may result in progressive disciplinary measures.

Expectations of Leadership and Management

Management and leadership are responsible for promoting a positive, collaborative, and ethical workplace. They are expected to support staff professional development, provide feedback, ensure policies and procedures are accessible, and model professional behaviour. Management will investigate breaches of the Code of Conduct fairly, ethically, and transparently, ensuring appropriate action is taken in accordance with Service policies and relevant legislation.

Negative Notice

Educators and staff must notify their approved provider in writing if they receive a negative Working with Children Check notice from the NSW Office of the Children's Guardian or another jurisdiction, or if there is any change to their teacher accreditation or registration. Notification must occur within 72 hours of the event, or within 24 hours of the individual becoming aware of the change. Approved providers are required to notify the NSW Early Learning Commission within 24 hours of becoming aware that an educator or staff member has received a negative Working with Children Check notice or has experienced a change to their accreditation or registration.

Duty of Care

All employees and management hold a duty of care for the physical and psychological wellbeing of children and colleagues, providing adequate supervision and taking all reasonable steps to mitigate foreseeable risks of harm. Confidentiality, ethical behaviour, and professional integrity are mandatory at all times. Staff are expected to report any concerns regarding child safety, misconduct, or workplace conflict in line with the Service's policies, regulations, and the Reportable Conduct Scheme.

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Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and behaviours demonstrated by educators, staff, management, volunteers and visitors.

This means that all professional conduct must prioritise the protection of children from harm, abuse and neglect above all other considerations. Educators, staff and management are required to exercise professional judgement, maintain appropriate boundaries, and take all reasonable steps to ensure children are safe, respected and supported at all times. All interactions with children must be positive, respectful and responsive, promoting their dignity, rights and sense of belonging.

The Service will ensure that all staff uphold high standards of ethical and professional behaviour, including fulfilling duty of care obligations, maintaining confidentiality, adhering to mandatory reporting requirements, and modelling safe and respectful conduct at all times. Any behaviour that places a child at risk, or fails to uphold child safe standards, will be addressed immediately in accordance with Service policies and legislative requirements.

All conduct within the Service must prioritise the safety, rights and wellbeing of children, ensuring that a safe, respectful and protective environment is consistently maintained through the actions and behaviours of all individuals.



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Review

Date:	Changes:	Reviewed by:
13/01/2022	New policy (All updated)	Charmayne Nathan
10/09/25	Policy was updated and refreshed. All educators signed off on code of conduct in enrolment forms.	Charmayne Nathan
23/04/26	Updated in the lines of the new laws and regulations	Annika Daniel
24/04/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan