

Code of Conduct



Policy Objective

To ensure professional and appropriate educator, staff (including agency staff), volunteer, and student conduct at all times. To ensure appropriate conduct between children.

Implementation

All educators, staff, volunteers, and students are responsible for the safety and wellbeing of children who engage with Hawthorn Child Care Centre. All educators, staff, volunteers, and students have a responsibility to treat one another with dignity, respect, sensitivity and fairness. All educators, staff, volunteers, and students are expected to act in accordance with this Code of Conduct in their physical and online interactions with children, families, and other educators, staff, volunteers, and students.

Educators, staff, volunteers, and students will:

- Act in accordance with the service's policies, procedures, and philosophy at all times.
- Behave respectfully, courteously and ethically towards children and their families, and towards other educators, staff, volunteers, and students, regardless of their ability, gender, sexuality, age, economic status, family structure, lifestyle, ethnicity, religion, language, culture, or national origin.
- Promote the human rights, safety and wellbeing of all children at the service.
- Consider and respect the diverse backgrounds and needs of children, families, and other educators, staff, volunteers, and students.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe, and inclusive for all children and their families.
- Involve children and families in making decisions about activities, policies and processes that concern them wherever possible.
- Support children's right to a choice on decisions which will affect wherever possible.
- Listen and respond appropriately to the views and concerns of children and families.
- Raise concerns about the behaviours of educators, staff, volunteers, students, children or others which may be harmful to children, without prejudice to their own position.
- Respond quickly, fairly and transparently to any concerns raised by a child or their family about the behaviour of educators, staff, volunteers, students, children or others which may be harmful to children.
- Demonstrate appropriate personal and professional boundaries.
- Contribute, where appropriate, to the Centre's policies, discussions, learning and reviews about child safety and wellbeing.
- Report all suspected or disclosed child harm or abuse, as required by the relevant legislation and the service's policies and procedures, to the Child Abuse Report Line (13 14 78) as soon as soon as practicable after the suspicion is formed.
- Act in accordance with guiding professional documentation including the Early Childhood Australia's Code of Ethics; the United Nations Convention on the Rights of the Child; the National Principles for Child Safe Organisations; and the National Quality Framework.

Educators, staff, volunteers, and students will not:

- Engage in any conduct which is in contrary to the policies, procedures, and philosophy of Hawthorn Child Care Centre.
- Engage in any behaviour which involves unwarranted, unwanted and/or inappropriate touching of a child/ren.

- Engage in any activity which is improper, unethical, and/or an abuse of power.
- Engage in any bullying behaviours, including cyber-bullying towards children and their families, and towards other educators, staff, volunteers, and students.
 - Bullying is repeated verbal, physical or social behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.
 - Cyber bullying refers to bullying through information and communication technologies.
- Engage in any activity which causes or involves discrimination, disadvantage, or adverse treatment in relation to employment.
- Harass, discriminate, or intimidate children, families, other educators, staff, volunteers, and students, or support those who do the same. The service is an Equal Opportunity employer.
- Engage in any unlawful activity with, or in relation to, a child.
- Engage in any activity that is likely to harm a child.
 - Harm is defined as the detrimental impact on the physical, psychological, emotional or social safety, wellbeing and development of a child as a result of the actions or inactions of another person.
- Arrange personal contact, including online contact, with children for a purpose unrelated to the service's activities.
- Disclose personal or sensitive information about a child or family, including images of a child, unless in accordance with established Centre policies and procedures and in compliance with relevant legislation.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of drugs (illicit or prescription medication that may impair capacity to supervise or provide education and care to children at the service) or alcohol
- Ignore or fail to report any suspected or disclosed child harm or abuse.

If an educator, staff member, volunteer or student thinks that the Code of Conduct has been breached by another person in the service they will:

- Act to prioritise the best interests of children, families, and any impacted educators, staff members, volunteers and/or students.
- Take action promptly to ensure that children are safe.
- Promptly report any concerns to the Nominated Supervisor.
- Comply with the legislative requirements on reporting if relevant, and with the service's policies and procedure on internal and external reporting.

Breaches of this Code of Conduct, or failure to report suspected breaches of this Code of Conduct, may lead to disciplinary action or termination of employment with Hawthorn Childcare Centre.

Changes to Existing Policy

The policy objective was changed. "All educators, staff, volunteers, and students have a responsibility to treat one another with dignity, respect, sensitivity and fairness" was added. "Raise concerns about the behaviours of educators, staff, volunteers, students, children or others which may be harmful to children, without prejudice to their own position" was added " Respond quickly, fairly and transparently to any concerns raised by a child or their family about the behaviour of educators, staff, volunteers, students, children or others which may be harmful to children" was added. "Engage in any behaviour which involves unwarranted, unwanted and/or inappropriate touching of a child/ren" was added. The expectation of educators, staff, volunteers and students not to engage in bullying behaviours was added. The definition of harm was added.

Regulations

National Quality Standards 2, 4, 7

Education and Care Services National Regulations 2019

Sources

Australian Human Rights Commission

Child Safe Environments: Principles of Good Practice

Department for Education and Child Development

Early Childhood Australia Code of Ethics

Educator and Staff Meeting 19th July 2018

Guide to the National Quality Framework January 2020

Supporting Documentation

Child Safe Environment Compliance Statement

National Principles for Child Safe Organisations

United Nations Convention on the Rights of the Child

Review Date: July 2020

Next Review Date: July 2021