

## **CODE OF CONDUCT Regulation 168 (2) (i) Version 1.11**

### **Preamble**

Keithcot Farm Children's Centre provides an open, welcoming and safe environment. We believe that all parents, volunteers and partner organisations play a valuable role in the effective operation of the Children's Centre and enrich the children's program. We acknowledge that without parent support, participation and contribution, Keithcot Farm Children's Centre could not operate effectively.

This Code of Conduct details the type of practice we require all adults working at our centre to follow. It will assist in ensuring the safety and well-being of children, families and staff and is a broad outline of behavioural principles, expectations and ideals.

The Governing Council and partner organisations have a legal responsibility to provide a safe environment for all children and staff.

### **Scope**

This Code of Conduct applies to all adults, including parents, volunteers, extended family, visitors and other persons while involved in any activities related to the Children's Centre.

### **Implementation**

All staff involved with the Children's Centre will be required to read the Code of Conduct policy at induction to formally acknowledge that they understand what acceptable behaviour from adults within this environment is, and therefore agree to comply with the requirements. Clear expectations will be made for each individual staff member in relation to the job and person requirements of their role.

### **Practices to follow**

In relation to children

- Respect the rights of the child and treat all children with dignity
- Act in the best interests of all children
- Be a positive role model at all times
- Maintain a safe environment for children
- Contribute to an environment that is free from discrimination, bias, bullying and harassment
- Acknowledge children as competent learners and build active communities of engagement and inquiry
- Be respectful of the cultural values, age, physical and intellectual development and abilities of each child in the Centre
- Guide each child positively and encourage positive behaviour

In relation to families

- Support from a strengths based approach
- Be respectful, courteous to all families at all times
- Respect the cultural context of each child and their family
- Work in partnerships and engage in shared decision making where appropriate
- Assist each family to develop a sense of belonging and inclusion
- Respect the uniqueness of each family, strive to learn about their culture, structure, lifestyle, customs, language, beliefs and kinship systems
- Respond to concerns expressed by families in a timely and appropriate manner
- Maintain confidentiality and respect the right of the family to privacy

In relation to colleagues

- Encourage colleagues to adopt and act in accordance with this Code
- Develop relationships based on mutual respect, equity and fairness
- Value the input of peers
- Be willing to share in the expertise, knowledge and diversity that colleagues bring to their work
- Give encouraging, constructive feedback and respect the value of different professional approaches

In relation to my employer

- Undertake duties in a competent, timely and responsible manner

- Support workplace policies, standards and practices that are fair, non-discriminatory and are in the best interest of children and families
- Raise any complaints or grievances in accordance to the complaints and grievance policy
- Promote and support ongoing professional development within my work team
- Upon resignation from the Children’s Centre, ensure that if I have access to ATO, PRODA, MYOB, CommBiz or other sensitive information, I will take steps to remove these privileges, therefore, not compromising the security of confidential information in relation to the Children’s Centre.
- Return and sign out door keys if they have been provided.

**CREATED:** September 2013  
**REVIEWED:** September 2014, September 2015, September 2016, March 2017, September 2017  
 September 2018, September 2019, July 2020, July 2021, June 2022  
**TO BE REVIEWED:** June 2023

**SOURCED:** Civic Kindergarten, Middle Park Victoria  
 Early Childhood Australia Code of Ethics 2008

**Staff Code of Conduct Acknowledgement**

I hereby acknowledge that on ...../...../20..... I received a copy of the Code of Conduct Policy for Keithcot Farm Children’s Centre.  
 I have read this policy, and I understand the contents.  
 I agree to abide by the principles, practices and consequences set out within this policy.  
 I understand that a signed copy of this acknowledgement will be kept in my staff record.

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Name (Please print)	Signature	Date
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Name of Director or Assistant Director	Signature	Date
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