

Code of Conduct

POLICY STATEMENT

We will provide a safe and secure environment for all stakeholders by implementing a Code of Conduct for staff and all stakeholders of the Centre.

Code of Conduct for Staff

Lapstone OOSH is committed to protecting children attending the service and other children with whom the service comes into direct contact with. The service strives to provide a child safe environment at all times and this Code aims to provide staff with certainty about what are acceptable standards of behaviour when working with children. This Code will support staff to work in a way that supports the safety, welfare and wellbeing of children at all times. This Code is to be read with all policies within the Child Protection framework.

As an employee/volunteer of Lapstone OOSH you must sign and abide by this Code of Conduct, which requires you to:

1. Commit to conduct yourself in a manner consistent with your position and as a positive role model to children.
2. Read, understand and comply with organisational policy and guidelines around the safety of children as outlined in the Child Protection Framework.
3. Follow relevant local, state and national laws pertaining to working with children, including reportable conduct obligations and mandatory reporting requirements.
4. Be respectful of children's rights, background, culture and beliefs as set out in the UN Convention on the Rights of the Child.

I agree to:

1. Ensure adequate supervision of children as defined by the Education and Care National Laws and Regulations.
2. Safeguard children at all times and not place a child at risk of abuse, or condone behaviour of children which is unsafe.
3. Treat all children with respect and act in a way that does not show unfair differential treatment, or favour particular children to the exclusion of others.
4. Avoid one-on-one situations with children, by ensuring that there is always another staff member or other children present. If an unavoidable situation arises, this is to be communicated with other Educators.
5. Always act in the best interest of children and avoid any unnecessary or potentially harmful physical contact with children, unless necessary for their safety and wellbeing. Physical contact is required on occasions however, children are not to sit on laps and will be encouraged to carry out tasks of a personal nature (such as toileting and dressing) for themselves whenever possible.
6. Be careful when participating in or supervising games involving children that the activity does not have the potential to cause harm or injury. This includes being mindful of the child's age, development and any illness, injury or special needs that could place them at risk.
7. Not physically punish a child and ensure that any restraint of a child is only used for protecting the child or another person from physical harm, and conforms to industry and agency standards regarding the use of restraint with children.
8. Use appropriate language for the age and understanding of the child, and avoid confusing or age-inappropriate discussions with sexual, discriminatory or violent references.
9. Avoid any actions or words intended to threaten, intimidate, shame, humiliate, belittle, embarrass or degrade children.

10. Maintain professional and courteous relationships with children and their families which do not exploit or abuse the position.
11. Ensure that all gifts given to children are from the service and not an individual gift.
12. Keep personal devices in the office or appropriate location and not use the device whilst supervising children, unless previously approved or in an emergency situation.
13. Only photograph children appropriately in the circumstances and with the necessary consent of the child/ and his/her parents/guardians with work phones/iPod only. If photos are taken with personal devices, they must be sent to the work email and deleted.
14. Not expose children to inappropriate imagery, including on age-inappropriate websites and/or movies/videos for any reason.
15. Use social media appropriately and not engage in social networking with any children in the service or children who have attended the service under the age of 16 or their siblings.
16. Be aware of, and act on, any specific health issues with children in my care, particularly any medical and dietary specifications.
17. Give medication to children in accordance with the service's medication policy and as detailed by the Education and Care National Laws and Regulations.
18. Not attend work affected by illegal drugs or alcohol, consume them whilst on duty or supply them to children in my care.
19. Not attend work adversely affected by prescription medication which might cause harm to any children in my care.
20. Not smoke whilst on duty or on the premises.
21. Declare all secondary work that involves children who attend the service (e.g. babysitting) and any out of work contact with children and their families met through the workplace.
22. Report any concerning staff conduct towards children or any suspected risk of harm to a child to the Nominated Supervisor or Responsible Person.
23. Ensure that any breaches of this Code of Conduct will be reported to the Nominated Supervisor or Responsible Person in charge. As a mandatory reporter, staff understand that all concerns regarding suspected child abuse and exploitation must be reported to the Nominated Supervisor as soon as possible.
24. Report to the Approved Provider as soon as possible if I have any concerns about the Nominated Supervisor.

Code of Conduct for Stakeholders/ visitors and parents

The Centre is committed to protecting children attending the service and other children with whom the service comes into direct contact with. The Centre strives to provide a child safe environment at all times and this Code aims to provide staff with certainty about what are acceptable standards of behaviour when working with children. This Code will support staff to work in a way that supports the safety, welfare and wellbeing of children at all times. This Code is to be read with all policies within the Child Protection framework.

As a parent/visitor/stakeholder of the Centre, we encourage all entering the service to follow the Code of Conduct, which requires you to:

1. Read, understand and comply with organizational policy and guidelines around the safety of children.
2. Follow relevant local, state and national laws pertaining to working with children including reportable conduct obligations and mandatory reporting requirements.
3. Be respectful of children's rights, background, culture and beliefs as set out in the UN Convention on the Rights of the Child.

I agree to:

1. Safeguard children at all times and not place a child at risk of abuse, or condone behaviour of children which is unsafe.
2. Treat all children with respect and act in a way that does not show unfair differential treatment, or favour particular children to the exclusion of others.
3. Avoid one-on-one situations with children, by ensuring that there is always a staff member with me while present at the service. If an unavoidable situation arises, then communicate this with the service Co-ordinator or staff.
4. Always act in the best interest of children and avoid any unnecessary or potentially harmful behaviour including physical contact with children, unless necessary for their safety and wellbeing. Physical contact is required on occasions, however encourage children to carry out tasks of a personal nature for themselves where possible.
5. Avoid any actions or words intended to threaten, intimidate, shame, humiliate, belittle, embarrass or degrade children, staff and other stakeholders present at the service.
6. Not smoke whilst on the premises.
7. Not attend the service while affected by illegal drugs or alcohol, consume them whilst on the premises or supply them to children.
8. Not use personal devices to take photos of any child or stakeholder at the service.
9. Not give the children personal gifts or gestures.
10. Use appropriate language for the age and understanding of the child, and avoid confusing or age-inappropriate discussions with sexual, discriminatory or violent references.
11. Provide identification (driver's license, passport, ect) when requested by staff without becoming aggressive and abusive. Staff may require ID to ensure the person in question is an authorised person for collection and/or because staff may not have met the person in question before and need to ensure the health and safety of the child before allowing them to leave the service.

Ensure that any breaches of this Code of Conduct will be reported to the Nominated Supervisor.

REVISIONS

Date of review	Reviewed by	Endorsed by	Date of next review
May 2021	LOOSH parent committee and LOOSH staff	LOOSH parent committee	May 2022