



## Code of Conduct

**Policy Number:** 2  
**Date Updated:** 23/12/25

### Policy Statement

Lifestreamers Early Learning (LEL) supports Educators to demonstrate high standards of professional conduct at all times in their work with children, families, other Educators and the wider community.

We aim to be leaders in the Early Childhood Industry. To enable this, our behaviour and practices are governed by our Code of Conduct. The policies and procedures built upon this foundation reflect the professional principles and values of the Early Childhood Industry and are formulated in accordance with the Education and Care Services National Law (WA) Act 2012 and the Educational and Care Services National Regulations 2010.

The child safe code ensures that all educators understand their obligations in relation to appropriate behaviour in the early learning setting. In addition, the Child Safe Code is in place to protect children from any behaviour that could endanger their emotional, psychological or physical health, safety and wellbeing.

### Scope

This code is for all employees, students and volunteers of Lifestreamers Early Learning (LEL).

### The Code

All Educators and volunteers at Lifestreamers Early Learning agree to:

- Abide by the relevant legislation including *Educational and Care Services National Law (WA) Act 2012* and *Educational and Care Services National Regulations 2010*.
- Actively support the Philosophy and Policies of LEL.
- Understand and implement all the policies, procedures and rules of LEL.
- Represent LEL in a positive way.
- Not to be under the influence of alcohol or any form of illegal drugs when on duty at LEL. No smoking and vaping on the grounds of Lifestreams Christian Church or while on duty at LEL.
- Adhere to WHS practices to reduce risk of incidents and injuries to self or others.
- All Educators have their own personal values and opinions however, when they enter the premises, they will take on the corporate values of Lifestreamers Early Learning.

### Relationships

- Only discuss confidential information or issues of LEL with appropriate people within LEL but not with any person outside the organisation, unless required by law.
- Resolve conflicts with other Educators using the policies and procedures developed by LEL.
- Treat children, families, other Educators and visitors with respect, courtesy and consideration at all times.
- Act positively on complaints and provide service to the best of their ability.
- Strive to build a safe, harmonious, equitable and non-discriminatory workplace.
- Value, respect and support the abilities and knowledge of other Educators, families and children of LEL.
- Educators are not permitted to engage in babysitting services for families attending Lifestreamers Early Learning. This is to avoid a conflict of interest and to keep separation between care at Lifestreamers and care in private homes.

## **Professionalism**

- Wear clean, neat and tidy clothes appropriate to the work undertaken and outlined in LEL's policies. A uniform of shirt (that covers bottom) with centre logo, black pants (no leggings, tracksuits or jeans) or knee length shorts and a black hoodie with the logo on, are to be worn at all times. Educators are with the children or representing LEL. A bucket hat is to be worn at all times when educators are outside.
- Be professional with punctuality
- Engage consistently with children and the program/routines of LEL, regardless of what is happening in personal life
- It is unacceptable for Educators to use any form of harassment, physical, verbal or emotional punishment when carrying out their duties with children, families, other Educators or visitors to LEL.

## **Electronic and social media**

- All children, parents, educators and others involved in LEL must use e-mail, electronic devices and internet according to the following policies. This protects people's privacy and confidential information.
  - Educators may use the internet when appropriate to access information needed to conduct Centre business and are responsible for using the internet in a manner that is ethical and lawful.
  - E-mail is to be used for business purposes only.
  - Educators, children and all others using LEL's computers and electronic devices must respect and protect the privacy of others and must respect and protect the integrity of all electronic resources.
  - All intellectual property (ideas, creations and copyrights) of others must be respected and protected.
  - All communications must be in a respectful manner and the use, or discovery of the use of any threatening or inappropriate material must be reported. Inappropriate use includes but is not limited to:
    1. Intentionally accessing, transmitting, copying or creating material that violates the confidentiality of the children, parents/ guardians/ caregivers, Educators or LEL itself.
    2. Intentionally accessing, transmitting, copying or creating material that violates LEL's Code of Conduct which includes messages that are pornographic, threatening, rude, harassing, bullying, or discriminating.
    3. Intentionally accessing, transmitting, copying or creating material that is illegal, such as obscenity, stolen material or illegal copies of copyrighter works.
    4. Using LEL's technological resources for personal use without permission or for personal gain.
- Educators may not use cell phones for personal use when caring for and supervising the children. Anyone who may need to contact an Educator during that person's regular scheduled working hour must contact Lifestreamers Early Learning. Phones should remain in lockers during work hours.
- The use of personal devices including but not limited to smartphones, iPad and laptops are prohibited whilst working with children. The messaging, phone calls and WIFI function of personal devices are not to be operational during work hours.
- Personal devices will not be used to take photos, videos, or audio of the children whilst in the care of the service.
- Photos should be taken on LEL's iPads/phones.
- Information about Educators, children, parents/guardians /caregivers and Lifestreamers Early Learning (including photos or videos) must not be posted on an Educators personal web space, or any social networking site (e.g. blogs, Facebook, Instagram, Twitter), any public networking or file sharing site (e.g. You Tube) or any other type of internet websites without permission.

- Educators must not ask families to be friends on Facebook or social media but can accept requests. Asking or accepting requests from children is not permitted.
- Authorised employees of Lifestreamers Early Learning have the right to monitor the use of information technology resources and to examine, use and disclose data found. They may use this information in disciplinary actions, and release to the police if it is of a criminal nature.

### **Child safe**

LEL is committed to the safety, wellbeing and best interests of the children in our care. To this end we will:

- ensure development and age-appropriate environments
- uphold the rights of all children who come into contact with the centre
- have zero tolerance for child abuse and take all allegations of harm and safety concerns seriously
- be committed to preventing child abuse, identifying risk early and removing and reducing these risks
- actively listen to, and empower, the children in our care
- provide training and education to educators on the principles of creating a child safe environment
- provide a culturally safe environment for Aboriginal and Torres Strait Islander children and those from culturally and/or linguistically diverse backgrounds, and consider their needs in providing that environment
- provide a safe environment for, and consider the needs of, children with a disability, and consider their needs in providing that environment
- provide a safe environment for, and consider the needs, of children who have suffered trauma, and consider their needs in providing that environment

LEL requires all educators to uphold these commitments and has specific policies, procedures and training in place to achieve these commitments.

### **Related Legislation and Documents**

- **Education and Care Services National Law (WA) Act 2012**
- **Education and Care Services National Regulations (WA) 2012**
- **Code of Ethics**
- **Child Safe Code of Conduct**

### **Document History**

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