



## Staff Code of Conduct:

Code of Conduct for Grays Point Activity Centre Staff  
includes Volunteers and Students

### POLICY STATEMENT:

Grays Point Activity Centre Inc (GPAC) is committed to protecting children attending the Service. It is the legal and moral obligation of all adults who work within our Service to ensure the safety and wellbeing of all children in our care. 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.

We believe in maintaining an inclusive and welcoming environment and workplace that motivates and facilitates personal growth and development for staff and Educators. The values that underpin our work ethic include equality, respect, integrity, and responsibility. Our OSHC Service is committed to adhere to the ECA Code of Ethics which is based on the principles of the United Nations Convention on the Rights of the Child and provides a framework for the reflection about the ethical responsibilities of early childhood professionals.

Grays Point Activity Centre Inc is committed to the safety and wellbeing of all children and young people. We have zero tolerance for child abuse and are committed to protecting children from harm and abuse. All staff, volunteers, students and visitors share responsibility for safeguarding children and promoting a culture where children feel safe, respected, valued and able to speak up.

GPAC is committed to creating and maintaining an environment that promotes the safety of all children and embeds the [National Principles for Child Safe Organisations](#). All staff and volunteers are responsible for promoting a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children's sense of security and belonging.

Our Code of Conduct aims to provide a framework for all employees of GPAC to ensure an understanding of the standards of conduct and behaviour expected at all times. Our Service takes every reasonable effort to accommodate the diversity of all children in embedding the National Child Safe Principles into our organisation and service operations. We are committed to the safety and wellbeing of children and young people. We recognise the importance of and responsibility for, ensuring our Service provides a safe and supportive environment which respects and fosters the rights and wellbeing of children in our care. We are dedicated in promoting cultural safety for Aboriginal children , participation



and empowerment of Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights, cultural safety for children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability.

The Approved Provider, Nominated Supervisor, Educators, staff members, and volunteers will maintain the following ethical conduct ideologies at all times, and demonstrate positive interactions within the Service and the local community.

As an employee/volunteer of Grays Point Activity Centre Inc you must sign and abide by this Code of Conduct, which requires you to:

- Commit to conduct yourself in a manner consistent with your position and as a positive role model to children.
- Commit to our Service Philosophy and values, inclusive of best practice in early childhood education and building positive relationships with families, staff and the community.
- Read, understand and comply with organisational Policy and guidelines around the safety of children as outlined in the Child Protection Framework.
- Participate in all compulsory training, including update of Child Protection Training every 12-24 months or whenever there are changes to Child Protection Law.
- Act in a professional and respectful manner at all times whilst at work, giving your full attention to your responsibilities and adhering to all Services Policies, procedures, Child Safe Standards, Education and Care Services National Law and National Regulations, and the National Quality Standard.
- Understand your legislative responsibility as a mandatory reporter to report any allegations of child abuse, neglect or possible risk of harm to Management.
- Understand your legislative responsibility to report inappropriate action of any other employee that involves children or young people to Management.
- Promote honesty and integrity in all interactions with children, families, employees and managers.
- Make a commitment to an Equal Opportunity workplace and culture that values the knowledge, experience, and professionalism of all employees, team members, and managers, and the diverse heritage of our families and children.
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
- Promote the safety, participation and empowerment of children with culturally and/or linguistically

diverse backgrounds to support children to express their culture and enjoy their cultural rights.

- Be respectful of children’s rights, background, culture and beliefs as set out in the UN Convention on the Rights of the Child.
- Ensure their work is carried out proficiently, harmoniously, and effectively. They will act in a professional and respectful manner at all times whilst at work, giving their full attention to their responsibilities and adhering to all Service Policies, procedures, Child Safe Standards, Education and Care Services National Law and National Regulations, and the National Quality Standard
- Act honestly and exercise attentiveness in all Service operations. They will carry out all lawful directions, retaining the right to question any direction which they consider to be unethical. If uncertain they can seek advice from the Nominated Supervisor, Approved Provider or the Ombudsman
- Report any instances of suspected corrupt conduct, mismanagement of government funds or other serious allegation to the appropriate agency ( [tipoffline@education.gov.au](mailto:tipoffline@education.gov.au))
- Wear the GPAC name badge on all shifts
- Listen to and respect the views and concerns of children, particularly if they are expressing that they feel unsafe or worried about the safety of another child
- Encourage children to participate in decisions that affect them and support their right to express their views.

**The Approved Provider, Nominated Supervisor, Educators, Staff Members and Volunteers will NOT:**

- Use abusive, derogatory or offensive language.
- Engage in conduct that is detrimental to the professional standing of our Service, is improper or unethical, is an abuse of power, or harasses, discriminates against, victimises, humiliates, intimidates, or threatens other Educators, staff members, volunteers, or visitors at the Service, either directly or indirectly via information technology such as email, text or social media. Additionally, they will not support those who do this.
- Condone or participate in illegal, unsafe or abusive behaviour towards children, including physical, sexual or psychological abuse, ill-treatment, neglect or grooming.
- Exaggerate or trivialise child abuse issues.
- Fail to report information to the Approved Provider if they know a child has been abused.
- Engage in unwarranted and inappropriate touching involving a child.
- Persistently criticise and/or denigrate a child.
- Verbally assault a child or create a climate of fear.

- Encourage a child to communicate with me in a private setting.
- Share details of sexual experiences with a child.
- Use sexual language or gestures in the presence of children.
- Discriminate against any child, because of culture, race, ethnicity or disability.
- Put children at risk of abuse- refusing food/play, making threats, exposing children to inappropriate language or material (movies, internet, photos).
- Drink alcohol or use illicit substances on the Service's premises or come to the Service under their influence.
- Smoke or vape on the Service's premises including in the car park.
- Show preferential behaviour towards any child.
- Accept an offer of money, regardless of the amount.
- Seek or accept a bribe.
- Acquire personal profit or advantage because of their position (e.g., through the use of Service information).
- Exchange any property of the Service for own use unless properly authorised.
- Approach other employees, managers or visitors directly on individual matters that are irrelevant to them.
- Engage in any action in breach of our Confidentiality Policy, including but not limited to disclosure of confidential Service or customer information, or the improper or illegal use of that confidential information. Authorised persons will only access confidential information for the purpose intended.
- Engage in or support any action in breach of Service Policies and/or procedures.
- Will follow recruitment Policies and procedures to ensure all potential candidates undergo appropriate background checks, including Working with Children Checks
- Will model and provide guidance to Educators and staff to ensure compliance with a zero tolerance of racism within the Service.

**I agree to:**

- Adhere to the Code of Conduct Policy.
- Ensure adequate supervision of children as defined by the Education and Care National Laws and Regulations.
- Be committed to following the Child Safe Standards and Child Safe Organisations.
- Safeguard children at all times and not place a child at risk of abuse or condone behaviour of children which is unsafe.
- 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.

- Promote the safety, participation and empowerment of children with a disability.
- Treat colleagues, children, and families with respect. Bullying or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, or derogatory language or intimidation towards other employees, children, visitors, or families is unacceptable and will not be tolerated.
- Avoid one-on-one situations with children, by ensuring that there is always another staff member or other children with me. If an unavoidable situation arises then communicate with other Educators about the situation.
- While supervising position yourself so that children are in sight or hearing distance at all times and no objects obscure vision.
- 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, I will not allow children to sit on laps, and will encourage children to carry out tasks of a personal nature (such as toileting and dressing) for themselves when possible.
- 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.
- 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.
- Use appropriate language for the age and understanding of the child and avoid confusing or age-inappropriate discussions with sexual, discriminatory or violent references.
- Avoid any actions or words intended to threaten, intimidate, shame, humiliate, belittle, embarrass or degrade children.
- Maintain professional and courteous relationships with children and their families which do not exploit or abuse your position.
- Ensure that all gifts given to children are from the Service and not give any individual gifts to children.
- Turn off personal communication devices eg. mobile phones, and not use them whilst supervising children, unless previously approved or in an emergency situation.
- Only use the Service's camera or mobile phone to photograph children appropriately for the circumstances and with the necessary consent of the child/ and his/her parents/guardians.
- Not expose children to inappropriate imagery, including age-inappropriate websites, for any reason.

- 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 younger siblings.
- Be aware of, and act on, any specific health issues with children in my care, particularly any medical and dietary specifications.
- Give medication to children in accordance with the Service’s Medication Policy (Dealing with Medical Conditions and Medication Administration) and as detailed by the Education and Care National Laws and Regulations.
- Not attend work affected by illegal drugs or alcohol, consume them whilst on duty or supply them to children in my care.
- Not attend work adversely affected by prescription medication which might cause harm to any children in my care.
- Not smoke or vape whilst on duty.
- 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.
- Report any concerning staff conduct towards children or any suspected risk of harm to a child to the Nominated Supervisor or Responsible Person.
- 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 I understand that all concerns regarding suspected child abuse and exploitation must be reported to the Nominated Supervisor as soon as possible. If not comfortable raising to your supervisor, you can lodge a Mandatory Reporting Guide yourself.
- Engage in critical reflection to inform individual and collective decision making and ensure continual improvement.
- Work collaboratively with colleagues and management, families and members of the community with courtesy, respect and recognise and value diversity.
- Report any incidents or bullying, discrimination or harassment, including sexual harassment they have experienced or witnessed.
- Report to the Management Committee ASAP if I have any concerns about the Nominated Supervisor.
- Use digital technology and online platforms in a safe and responsible manner and ensure children are not exposed to inappropriate digital content.
- Maintain professional boundaries when using digital communication and never communicate privately with children through personal devices, messaging platforms or social media.
- Maintain professional boundaries with families and avoid relationships or arrangements that may

create a conflict of interest or compromise professional judgement.

- Declare any real or perceived conflict of interest that could influence professional responsibilities or decision making.
- Contribute to a safe and supportive workplace by identifying, reporting and assisting in the management of psychosocial hazards such as bullying, excessive workloads, conflict or unsafe workplace practices.
- Speak up and report concerns about child safety, staff conduct or organisational practices that may place children at risk.
- Participate in induction and ongoing professional development to maintain knowledge of child protection legislation, child safe practices and professional standards.
- Protect confidential information and ensure personal information relating to children, families and staff is stored and shared only in accordance with Service policies and privacy legislation.
- Promote an inclusive workplace that respects diversity including culture, gender identity, disability, religion and family structure.
- Ensure personal conduct outside of work does not negatively impact professional responsibilities, the safety of children or the reputation of the Service.
- Employees are expected to act in accordance with the Code of Ethics and reflect on their professional practice to ensure ethical decision making.
- If concerns cannot be raised internally or involve leaders, or the committee, employees may report concerns directly to the relevant Regulatory Authority or child protection agency.

Employees who raise concerns in good faith will not be victimised or disadvantaged as a result of reporting misconduct or safety concerns.

### **Termination of Employment**

Notice of Termination of Employment except in the case of instant dismissal is as follows:

Notice of termination of employment will be as per relevant Award, in the event of instant dismissal the notice period may be paid, and the employee asked to leave immediately.

Employees who fail to give the required notice must forfeit the relevant termination pay. Notice to terminate employment must be given in writing to the Centre Manager.

All staff members are made fully aware that breaches of the Code of Conduct and role responsibilities may result in disciplinary action which may lead to termination of employment.

### **Dismissal will occur for the following breaches of discipline:**

- Reporting to work under the influence of alcohol or drugs.
- Possessing or selling drugs at the Service.
- Refusal to complete required additional training.

- Immoral, immature, or indecent conduct whilst at the Service.
- A reportable conduct allegation conviction.
- Any criminal offence related to a reportable conduct allegation.
- Inappropriate use of GPAC equipment and/or resources.
- Refusing to work as directed.
- Possessing a dangerous weapon whilst at the Service.
- Bringing disrepute to the Service.
- Bringing disrepute to the relationship between a family and the Service.
- Disclosure of confidential information.
- Falsifying documentation.
- Fraternising with families.
- Stealing, abusing, or destroying company property.
- Interfering with work schedules, falsification of reports, documents, or wages information.
- Failure to report for work.
- Walking off the job.
- Failure to follow Policies and procedures, requirements of the Staff Handbook, and/or this Code of Conduct.
- Vulgarity, disrespectful conduct to families, management, or colleagues.
- Making or publishing on social media or any other form of media false, vicious, or malicious statements about any client, employee, supervisor, the company, or its services.
- Accessing files, software, offices, or filing cupboards without permission or sharing data and files externally or to unauthorised Services or personal email addresses.
- Failure to hand in lost property is regarded as stealing and dismissal will follow. Lost property is to be handed to the Nominated Supervisor.
- unable to maintain or hold a current Working With Children Check/Clearance
- Please note that some of the above breaches may also result in the Service referring your details to the Police or relevant authority.

**Disciplinary action will occur for the following breaches of discipline:**

Continued abuse of the following may result in disciplinary action. These include, but are not limited to the following:

- Unauthorised absence.



- Having personal visitors whilst on shift.
- Continued personal phone calls, or personal device use.
- Unauthorised solicitation or distribution of money or materials.
- Poor work standard.
- Carelessness.
- Low level of enthusiasm.
- Lack of personal cleanliness.
- Taking excessive breaks.
- Failure to report health, fire, or safety hazards.
- Repeated tardiness.

I have read this Code of Conduct and agree to abide by it at all times. I have read and understood this Code of Conduct and agree by its terms and conditions.

This is to protect the children that I come in contact with and myself as a children's Services professional.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

*Also refer to Code of Conduct Policy and the Babysitting Policy*

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**MANDATORY**