

Child Safe Code of Conduct

We are committed to creating and maintaining an environment that promotes the safety of all children. This includes encouraging a culture where the prevention and reporting of abuse is supported and encouraged. All staff and volunteers are responsible for promoting the safety, wellbeing and empowerment of children.

This Child Safety Code of Conduct sets expectations for how adults in our service should behave around children. This is important to help prevent children from being harmed. Child abuse takes many forms and can include physical, sexual and psychological abuse, ill-treatment and neglect. Our Child Safe Policy provides more information about these different types of abuse.

This Child Safe Code of Conduct identifies positive child safe behaviours that we encourage all adults to support. It also identifies behaviours that we consider unacceptable. Engaging in unacceptable behaviour is a breach of this Child Safe Code of Conduct and may result in managerial or disciplinary action. Some examples of concerning behaviours are also provided below. These are behaviours that on their own may not constitute a breach of the Child Safe Code of Conduct but together may indicate a pattern of behaviour that poses a risk to the safety of children.

I WILL:

- Treat all children with respect
- Listen to and value children's ideas and opinions
- Welcome all children and their families and carers by being inclusive
- Actively promote cultural safety and inclusion
- Listen to children and respond to them appropriately
- Welcome parents and carers to participate in decisions about their child's education and care and any other matters about their safety and wellbeing
- Report any conflicts of interest (such as unapproved outside relationships with a child)
- Adhere to all regulations within the Education and Care Services National Regulations (2011) and the National Quality Framework, child safe policies and procedures
- Work within a team to ensure that the needs of the child and their family remain the focus
- Participate in all compulsory training
- Raise concerns with the leadership team if risks to child safety are identified, including cultural, environmental and operational risks

- Report and act on any concerns or observed breaches of this Code of Conduct
- Take all reasonable steps to protect children from abuse
- Respect the privacy of children and their families by keeping all information about child protection concerns confidential
- Inform parent and carers if there are situations that need to be safely managed but are outside the boundaries of this Code of Conduct (such as driving children in private cars for planned and approved excursions)
- Take a child seriously if they disclose harm or abuse
- Ensure breaches of this Code of Conduct are reported immediately
- Uphold the rights of the child and always prioritise their needs

I WILL NOT:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Elder Street Early Childhood Centre's activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Elder Street Early Childhood Centre's policy and procedure on reporting.
- 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 alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

If I think this Code of Conduct has been breached by another person at Elder Street Early Childhood Centre I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to the Nominated Supervisor and/or Approved Provider or another leader at Elder Street Early Childhood Centre.
- Follow the service's policies and procedures for receiving and responding to complaints and concerns.

- Comply with legislative requirements on reporting if relevant, and with service's policy and procedure on internal and external reporting.

I understand the following types of behaviour may be of concern:

- Being alone with a child when there is no professional reason for doing so.
- Showing favour to one child over others.
- Babysitting a child out of work hours (without babysitting waiver signed)

All staff, volunteers, families and community members are encouraged to speak up if they have concerns about the safety of children. Complaints about a breach of this Code of Conduct must be reported to our Nominated Supervisor Kate Hewat or Approved Provider Melissa Duffy-Fagan.

Kate can be contacted on her mobile: 0422799491, or via her email: director@elderstreetechc.com. Melissa can be contacted on her mobile: 0405325854, or via her email: director@elderstreetechc.com.

Some breaches of this Child Safe Code of Conduct may need to be reported to the NSW Police, the Department of Communities and Justice and the Office of the Children's Guardian.

PLEASE NOTE:

An adult in child-related work in an organisation will commit an offence if they know another adult there poses a serious risk of abusing a child (under 18 years), and they have the power to reduce or remove the risk, and they negligently fail to do so.

All adults in NSW are required to report information to police if they know, believe or reasonably ought to know that a child (under 18 years) has been abused.

Developed: July 2025 – M Duffy-Fagan K Hewat, P Guy

Source: Office of Children's Guardian – a guide to developing a Child Safe Code of Conduct
Australian Human Rights Commission – Child Safe Organisation example Child Safe Code of Conduct

I have read this Child Safe Code of Conduct and agree to abide by it and its terms.

Name:

Signature:

Date:

