



MIDVALE HUB



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### **Code of conduct for the Approved Provider, Nominated Supervisor and all Employees**

The Approved Provider, Nominated Supervisor and all employees at Midvale Early Childhood and Parenting Centre (*‘the service’*) are responsible for promoting the safety and wellbeing of children and their families by:

- welcoming all children and their families and being inclusive
- treating everyone with respect, including listening to and valuing their ideas and opinions
- contributing to a culture of child safety
- adhering to the *Child Safe (formerly Child Protection) Policy* and all other policies
- taking all reasonable steps to protect children from abuse
- respecting the privacy of children and their families, and only disclosing information to people who have a need to know as required under the *Confidentiality Policy*
- reporting and acting on any breaches of this Code of Conduct, complaints or concerns.

### **Professional responsibilities**

The Approved Provider, Nominated Supervisor and all employees will demonstrate a commitment to our professional responsibilities by:

- undertaking duties in a competent, timely and responsible way
- ensuring our knowledge and expertise is up to date and relevant to our roles
- being aware of the role of other professionals and agencies and working collaboratively and within the limits of our professional expertise
- understanding and complying with legal obligations in relation to:
  - discrimination, harassment and vilification
  - negligence
  - grooming
  - disclosure of child sexual abuse
  - protection of a child from child sexual abuse
  - mandatory reporting
  - privacy and confidentiality
  - occupational health and safety, including emergency evaluation procedures
  - raising any complaints or grievances in accordance with the *Grievance* policy
  - maintaining teacher registration and Working with Children checks as applicable.

### **Relationships with children**

The Approved Provider, Nominated Supervisor and all employees at the service will demonstrate a commitment to high-quality education and care for children by:

- encouraging children to express themselves and their opinions
- allowing children to undertake experiences that develop self-reliance and self-esteem
- maintaining a safe environment for children
- being a positive role model at all times

- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- providing opportunities for children to interact and develop respectful and positive relationships with each other, and with other employees and volunteers at the service
- regarding all children equally, and with respect and dignity
- having regard to their cultural values and supporting them to express their culture
- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service
- working with children in an open and transparent way by informing other employees about the work being done with children
- encouraging and assisting children to undertake activities of a personal nature for themselves e.g. toileting and changing clothes
- informing children if physical contact is required for any purpose, asking them if they are comfortable with this interaction and complying with the *Interactions with Children policy*.

### **Relationships with parents/guardians and families**

In our relationships with parents/guardians and families, the Approved Provider, Nominated Supervisor and all employees demonstrate our commitment to collaboration by:

- working collaboratively with parents/guardians and families
- considering the perspective of parents/guardians and families when making decisions that impact on the education and care of their child
- communicating with parents/guardians and families in a timely and sensitive manner
- responding to concerns expressed by parents/guardians and families in a timely and appropriate manner.

### **Relationships with employer and between colleagues**

In relationships with the Approved Provider, Nominated Supervisor and between colleagues, employees demonstrate collegiality by:

- encouraging others to act in accordance with this Code of Conduct and taking action when they observe behaviours which are outside of the Code of Conduct
- developing relationships based on mutual respect, equity and fairness
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing expertise and knowledge in appropriate forums, and in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches
- being prepared to have difficult conversations and use constructive processes to address differences of opinion.

## Code of Conduct Policy Acknowledgement

- I hereby acknowledge that I received a copy of the *Code of Conduct Policy* for the Midvale Early Childhood and Parenting Centre.
- I have read the policy and I understand its contents.
- I commit to abiding by the Code of Conduct and fulfilling my responsibilities as outlined in this policy whilst working at the service.
- I understand that the Approved Provider will address any breach of this policy, and that any *serious* breach could lead to disciplinary or legal action.

Signature:	Name:	Date:
Witness signature	Name:	Date:

Thank you for your contribution to making the Midvale Early Childhood and Parenting Centre an open, safe, welcoming and friendly environment.