

QA4 – CODE OF CONDUCT

INFORMATION

We strive to provide the highest quality care and education to the children and families that make up our centre community. To help ensure we meet these high standards, it is vital that all team members know and understand what is expected of them, and the types of behaviours and attitudes that our organisation believes contribute to a positive and supportive environment for all. It is also important that staff know and understand what may occur if the standards set through this Code of Conduct, and our policies and procedures, are not met.

This Code of Conduct complements the *Early Childhood Australia's Code of Ethics* and these documents should be read and used in conjunction with each other.

RESPONSIBILITIES

All team members, visitors, students and volunteers must comply with this procedure.

PROCEDURE

Team members, visitors, students and volunteers are expected to adhere to the behaviours outlined in this Code of Conduct and the *Early Childhood Australia Code of Ethics* at all times.

IN RELATION TO CHILDREN:

- Always show deep respect for each child as a capable, unique individual, honouring their choices, efforts, and pace of development as they grow toward independence.
- Promptly report any risks, hazards, concerns, or potential conflicts of interest, including personal relationships, that may affect work or the care of children.
- Create and maintain a carefully organized, child-centred environment that promotes independence, exploration, and a love of learning through purposeful, hands-on experiences.
- Prioritize the safety and well-being of every child, act as a positive role model, maintaining vigilance, reporting concerns promptly, and always upholding the highest standards of child protection.

IN RELATION TO THE WORKPLACE:

- Show respect for all individuals, value diversity, and support an inclusive, equal opportunity workplace where every team member is encouraged to have a voice.
- Work collaboratively and professionally, maintaining open and honest communication while embracing continuous improvement.
 - Never engage in bullying, abusive or unethical conduct, or behave in a manner that could bring the centre into disrepute or pose a risk to others.

IN RELATION TO FAMILIES:

- Work in partnership with families, understanding that they are their child's first teacher and that every family is unique and valued.
- Respect family values, cultural practices, and confidentiality at all times.
- Respond to family concerns with empathy and professionalism.

IN RELATION TO THE PROFESSION:

- Deepen your skills, stay inspired, and continuously enhance the quality of education provided through professional development and study.
- Comply with all job responsibilities, policies, procedures, handbooks and legal obligations, including maintaining confidentiality and upholding privacy requirements.
- Take responsibility for actions, meet duty of care obligations, and always act with diligence, professionalism, and integrity.
- Take action in the presence of unethical, inappropriate and unlawful behaviours and subsequently report these. See something, say something.
- Intentionally cultivate an environment of calm observation, respect, and readiness—carefully preparing yourself and the space to meet each child's developmental needs and foster independent, purposeful learning.

IN RELATION TO THE COMMUNITY:

- Act as a positive representative of the service within the local community.
- Promote inclusion, diversity, and respect in all interactions.
- Build respectful relationships with community partners to support children's development and wellbeing.
- Participate in community engagement activities when appropriate and authorised.
- Avoid any conduct in public or online that may damage the reputation of the service or profession.

DISCIPLINARY ACTION AND/OR DISMISSAL

If at any time a team member/volunteer is found to have acted or conducted themselves in breach of the Code of Conduct, disciplinary action or termination of employment may occur.

ACKNOWLEDGMENTS, REFERENCES AND RESOURCES

Commission for Children and Young People. (n.d.) *Child Safe Standards*. Retrieved November, 2025 from <https://ccyp.vic.gov.au/child-safe-standards/>

Commission for Children and Young People. (n.d.) *Reportable Conduct Scheme*. Retrieved January, 2019 from <https://ccyp.vic.gov.au/reportable-conduct-scheme/>

Early Childhood Australia. (2019). *Code of Ethics*. Retrieved 27 June, 2019 from <http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/code-of-ethics-core-principles/>

DOCUMENT CONTROL

Date Reviewed	Modifications
Nov, 2019	Reviewed and created new policy document
11 th January 2022	Reviewed no changes
November 2025	Reviewed – complete update of all sections

CODE OF CONDUCT AGREEMENT

I have read and understood this Code of Conduct and agree to abide by the provisions set out in the Code of Conduct at all times.

Name:

Date:

Signature:

Position: