

Nambucca Valley Family Day Care

CODE OF CONDUCT POLICY

We believe in forming an inclusive and welcoming environment and workplace by providing experiences that motivate and facilitate personal growth and development of our Family Day Care (FDC) educators, educator assistants and coordinators. The values that underpin our work ethic includes equality, respect, integrity and responsibility. Our Family Day Care (FDC) Service is committed to adhere to the ECA Code of Ethics (2016) which is based on the principles of the United Nations Convention on the Rights of the Child (1991) and provides a framework for the reflection about the ethical responsibilities of early childhood professionals.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 162A	Child protection training
S. 165	Offence to inadequately supervise children
S. 167	Offence relating to protection of children from harm and hazards

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
155	Interactions with children
166	Children not to be along with visitors
168	Education and Care Services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
182	Confidentiality of records kept by family day care educator

RELATED POLICIES

Bullying, Discrimination and Harassment Policy	Recruitment Policy
Child Protection Policy	Respect for Children Policy
Child Safe Environment Policy	Responsible Person Policy
Dealing with Complaints Policy	Safe Use of Digital Technologies and Online
Interactions with Children, Family and Staff Policy	Environments Policy
Out of hours babysitting Policy	Social Media Policy
Privacy and Confidentiality Policy	Staffing Arrangements Policy
Professional Development Policy	Tobacco, Drug and Alcohol-Free Policy
Record Keeping and Retention Policy	Work Health and Safety Policy

PURPOSE

NVFDC aims to establish a common understanding of workplace standards and ethics expected of all employees of the Service. We aim to ensure positive working relationships are formed between all educators, educator assistants, and management, promoting dignity and respect by avoiding behaviour which is or may be perceived as harassing, bullying or intimidating. NVFDC educators, educator assistants and management will at all times conduct themselves in an ethical manner and strive to ensure that all interactions are positive and respectful and are in accordance with the Service's philosophy.

NVFDC takes every reasonable effort to accommodate the diversity of all children in embedding the [Child Safe Standards](#) 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, cultural safety for children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Coordinators, educators, educator assistants, students, families, children, volunteers and visitors of NVFDC Services.

IMPLEMENTATION

The Approved Provider, Nominated Supervisor, Coordination Unit staff, educators, educator assistants, volunteers and students will adhere to the Early Childhood Australian Code of Ethics, Education and Care National Regulations and the National Quality Standard, Child Safe Standards and NVFDC policies and procedures at all times, promoting positive interactions within the Service and the local community.

RESPECT FOR PEOPLE AND THE SERVICE

- NVFDC, staff and NVFDC educators are committed to the Service philosophy and values, inclusive of best practice in early childhood education and building positive partnership with children, families and educators
- NVFDC will develop a *Statement of Commitment to Child Safety and Wellbeing* to demonstrate a strong culture of child safety within the Service
- Employees, staff, FDC educators and management must adhere to our Child Safe policies including *Child Safe Environment Policy, Child Protection Policy, Safe Use of Digital Technologies and Online Environments Policy*, and take all reasonable steps at all times to protect children from abuse and harm
- NVFDC staff, educators and management understand that *child safety is everyone's responsibility*
- Effective, open, and respectful reciprocal communication and feedback between NVFDC, educators, children, families, and management is conveyed

- It is important to 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 educators, educator assistants, staff, management, children, visitors, or families is unacceptable and will not be tolerated
- Educators, staff and management are committed to valuing and promoting the safety, health, and wellbeing of educator assistants, volunteers, children, and families
- NVFDC educators, staff and management promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait islander children to express their culture and enjoy their cultural rights
- NVFDC educators, staff and management 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
- NVFDC educators, staff and management promote the safety, participation and empowerment of children with a disability
- NVFDC educators, staff and management are committed to an equal opportunity workplace and culture which values the knowledge, experience, and professionalism of all educators and managers, and the diverse heritage of our families and children within NVFDC
- NVFDC educators, staff and management respect the privacy of children and their families by keeping all information about child protection concerns confidential and only share information to promote child wellbeing or safety and /or manage risk of family violence with other Information Sharing Entities (IES) as per state/territory legislation.
- NVFDC will conduct a comprehensive probation and induction orientation program for all new employees, NVFDC educators, volunteers and students to include awareness of their roles and responsibilities in relation to Child Safe practices and Child Protection reporting obligations
- Policies and procedures will be developed to ensure employees, staff, management, engaged educators, students, visitors and families are aware of the standards of behaviour that is expected within NVFDC
- Employees, staff, management and engaged educators are informed that inappropriate behaviour, including bullying, sexual harassment, discrimination and harassment will not be tolerated
- It is important NVFDC educators, staff and management listen and respond to the views and concerns of children particularly if they are telling you that they or another child has been abused or they are worried about their safety or the safety of another.

EXPECTATIONS OF FAMILY DAY CARE EDUCATORS/ EDUCATOR ASSISTANTS

FDC EDUCATORS WILL:

- Adhere to the *Code of Conduct Policy*
- Ensure their Working with Children Check (WWCC) is valid and current
- Ensure their work is carried out proficiently, harmoniously, and effectively
- Act in a professional and respectful manner at all times whilst at work
- Demonstrate and maintain professional boundaries that foster trust, dignity and mutual respect in their interactions with children, families, colleagues and members of the community
- Demonstrate and maintain professional boundaries that foster trust, dignity and mutual respect in their interactions with children, families, colleagues and members of the community
- Act honestly and exercise attentiveness in all service operations.
- 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 Coordination Unit or Approved Provider
- Uphold the rights of children and always prioritise their needs
- Treat all children and young people with respect
- Promote the wellbeing and safety of children and take all reasonable steps to protect children from abuse
- Provide adequate and active supervision of children at all times
- Understand their legislative responsibility as mandatory reporters to report any allegation of child abuse, neglect or possible risk of harm to management or Child Protection authority
- Understand their legislative responsibility to report any inappropriate action of any other employee that involves children or young people to management as part of the *Reportable Conduct Scheme*
- Participate in all mandatory training, including any updates of Child Protection Law and reporting processes every 12-18 months
- Follow and comply with the *Dealing with Complaints Policy* when matters are raised regarding child safety and wellbeing
- Have a solid understanding of NVFDC Service's policies and procedures, Child Safe Standards and the ECA Code of Ethics. If uncertain about the content of any policy or procedure with which they must comply, NVFDC educators should seek clarification from the Coordination Unit or Approved Provider
- Work collaboratively with other NVFDC educators, management, coordinators, families and members of the community with courtesy, respect and recognise and value diversity
- Be mindful of their duty of care towards themselves and others

- Be positive role models for children at all times
- Ensure compliance with a zero tolerance of racism within NVFDC
- Report any incidents or bullying, discrimination or harassment, including sexual harassment they have experienced or witnessed
- Not be under the influence of drugs or alcohol while providing education and care for children
- Not smoke or vape in or on surrounding areas of the FDC Residence [see *Tobacco, Drugs and Alcohol-Free Policy*]
- Respect the confidential nature of information gained about each child enrolled in our Service
- Engage in critical reflection to inform individual and collective decision making and ensure continual improvement, including a review of Child Safe policies and procedures
- Report to management and decline any bribe or gift, including money, received by a family that may influence or appear to influence a decision or action
- Report any instances of suspected corrupt conduct, mismanagement of government funds or other serious allegation to the Department of Education via their [Online contact form](#). For more information visit the Department of Education website: [Reporting fraud via a tip-off](#).

EDUCATORS AND EDUCATOR ASSISTANTS WILL NOT:

- Use abusive, derogatory or offensive language
- Engage in conduct that is detrimental to the professional standing of NVFDC, 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 must never support or encourage this behaviour in others.
- 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 an adult 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)
- 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 NVFDC Service information)
- Approach other employees, managers or visitors directly on individual matters that are irrelevant to them
- Exchange large gifts or money to, or from, an individual child or family that may be seen as favouritism
- Engage in any action in breach of our *Privacy and 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 NVFDC policies and/or procedures.

EXPECTATIONS OF FAMILY DAY CARE COORDINATORS, NOMINATED SUPERVISOR AND THE APPROVED PROVIDER

In addition to the above responsibilities, the Approved Provider and NVFDC Coordinators are expected to:

- Model child safe values in daily practices and decision-making
- Monitor and review compliance with National Child Safe Principles (Child Safe Standards) mandatory reporting, National Law and Regulations
- Promote a collaborative and interconnected Service by developing positive working environments where educators can contribute to the ongoing continuous improvement of NVFDC
- Promote leadership by working with educators and providing opportunities for professional development and growth
- Provide flexible opportunities to ensure educators and educator assistants can participate in meetings and professional development
- Provide ongoing support and feedback to educators and educator assistants
- Keep educators informed about essential information and changes and make documents readily accessible to them

- Ensure copies of the ECA Code of Ethics and National Child Safe Standards are available to educators and families
- Model professional behaviour at all times
- Implement supportive and effective communication systems, consulting educators in appropriate decision making
- Take appropriate action if a breach of the code of conduct occurs
- Share skills and knowledge with educators
- Give encouragement and constructive feedback to educators, respecting the value of different professional approaches
- Follow recruitment policies and procedures to ensure all potential candidates undergo appropriate background checks, including Working with Children Checks
- Model and provide guidance to educators and staff to ensure compliance with a zero tolerance of child abuse, racism and bullying within NVFDC.

REPORTING A BREACH IN THE CODE OF CONDUCT

NVFDC aims to foster a culture of transparency and accountability while supporting employees and engaged NVFDC educators to report any reasonable suspicion of reportable matters of improper, illegal or misconduct within the Service to management including, but not limited to:

- Breaches of the Service Code of Conduct or other Service policies
- Breaches of Education and Care Services National Law or Regulations
- Breaches of legislation or law
- Criminal activity
- Corruption
- Conduct that poses a danger or harm to any person/s
- Harassment or discrimination
- Improper or misleading financial practices

Raising any concern, or breach of the Code of Conduct is a professional responsibility. Reports can be made verbally, in writing, or may be anonymously. NVFDC will implement protective practices to ensure that, where applicable, employees' identity is not compromised or disclosed following a report of a reportable matter. All reports will be handled professionally and confidentially including storage of documents in a secure and confidential manner and ensuring access to confidential documents is restricted to authorised personnel only. Once a report has been made the matter may be investigated through a formal investigation.

Reporting responsibilities

- As mandatory reporters, all employees, students and volunteers must report possible risk of harm to children or young persons to management and/or Child Protection authority, police (see *Child Protection Policy*)
- The Approved Provider/management will report any allegations or child related misconduct as per their legislative requirements (this may include reporting the matter to the Police, Department of Communities and Justice and the Office of the Children's Guardian in NSW)
- NVFDC educators and staff will report any concerns they may have about inappropriate actions of any colleague that involves children or young people to the approved provider as per the Reportable Conduct Scheme
- If employees become aware of a serious crime committed by another employee, they are required to report it to management
- All prospective employees are required to complete a prohibition notice declaration on the *Employment Application Form* to acknowledge they do not hold any prohibition notices that would prevent them from working with children
- Employees are required to notify management immediately of any enforcement actions issued to them during their course of employment.

MANAGING CONFLICT IN THE WORKPLACE

MANAGEMENT WILL:

- Adhere to the *Dealing with Complaints Policy*
- Remain objective and impartial when managing conflict in the workplace
- Be responsive and address a possible breach of the code of conduct by any employee or educator as soon as they are aware of the breach
- Investigate all allegations which may result in remedial action, or disciplinary action ranging from a caution to dismissal
- Consider all relevant facts and make decisions or take actions fairly, ethically, consistently, and with transparency. If they are uncertain about the appropriateness of a decision or action they will consider:
 - Whether the decision or conduct is lawful
 - Whether the decision or conduct is consistent with Service policies and objectives
 - Whether there will be an actual, potential, or perceived conflict of interest involving obligations that could influence the business relationship or conflict with business duties.

ADHERING TO SERVICE CONFIDENTIALITY

- Unless authorised to do so by legislation, educators and educator assistants must not disclose or use any confidential information without appropriate approval (including written approval as required)
- Lawful sharing of information with other parties must be to promote the wellbeing or safety of children and adhere to guidelines under Child and Family Information Sharing Schemes
- NVFDC educators will respect individual's rights to privacy
- All NVFDC educators and educator assistants are to ensure that confidential information is not accessed by unauthorised people
- NVFDC educators and educator assistants will adhere to the Service's *Privacy and Confidentiality Policy*

RECORD KEEPING

- NVFDC educators will maintain full, accurate, and honest records as required by the Education and Care Services National Regulations
- The Approved Provider has a responsibility to ensure that educators comply with their record keeping obligation outlined in the *Record Keeping and Retention Policy*. (Reg. 183)
- Employees and FDC educators must not destroy records without permission from management
- Records must be retained and stored securely as per our *Record Keeping and Retention Policy*.

DUTY OF CARE

- Duty of Care refers to the legal obligation of the Approved Provider, Nominated Supervisors and educators to take all reasonable steps to protect children from harm, injury, infection and hazards, ensuring their overall health, safety and wellbeing are maintained at all times.
- This obligation includes providing adequate supervision, a safe environment and appropriate responses to incidents, all in line with the requirements of the National Quality Framework
- The Approved Provider, Nominated Supervisor, Coordinators, NVFDC educators and educator assistants have a responsibility to take reasonable care for the health and safety of themselves and others at the workplace to enable compliance with the work health and safety legislation outlined in the *Work Health and Safety Policy*.
- Duty of Care relates to both physical and psychological wellbeing of individuals

APPROPRIATE USE OF COMMUNICATION AND SOCIAL NETWORKING SITES

SOCIAL MEDIA

- As a Child Safe Organisation, NVFDC has the responsibility to ensure children and educators are protected from harm when they engage in with digital technology including social media
- Strict guidelines for the use of social media are outlined in our *Social Media Policy*
- The administrator controls the content on the page and ensures that the postings are relevant and respectful of the Service, the children, the staff, families, and greater community.
- FDC educators and other staff members are not permitted to post any negative comments relating to the Service, children, colleagues, or families on any personal social media account
- If they choose to 'like' the Service's page they have a responsibility to ensure that their profile picture is an appropriate representation of an early childhood educator. If it is not, we request that they do not 'like' the page.
- NVFDC educators are to use their own personal discretion when adding a family of the Service as a 'friend' on Facebook. The NVFDC Service does not recommend educators or other staff members to add families of the Service as they will be seen still as a representative of the Service and held to the Service's Code of Conduct on all posts on their private 'wall' if families have access.
- Families are advised in our *Social Media Policy* to respect that NVFDC educators may have a personal policy on adding families due to their professional philosophy and that the NVFDC Service does not recommend educators to have families as friends on their private account.
- Educators may be permitted to establish a separate social media account for their business upon approval by the Nominated Supervisor
- NVFDC educators must ensure families have provided written permission for the use of their children's photos in any marketing or social media prior to using them.

NATIONAL MODEL CODE AND GUIDELINES

We are mindful that educators have a duty of care to ensure children are protected from potential risk of harm. It is imperative that all employees and educators of NVFDC provide children with their full attention, ensuring supervision is maintained and remains on the children at all times.

NVFDC adopts and aligns with the [National Model Code and Guidelines](#) in regard to visitors, assistants, parents and volunteers for taking images or videos of children.

- Only service-registered business devices are to be used when taking images or videos of children

- Approved Provider maintains a register of all electronic devices used within NVFDC and NVFDC residences/approved venues
- Personal electronic devices that can take images or videos (such as tablets, phones, digital cameras, smart watches) and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) used to take images or videos should not be in the possession of visitors, volunteers (e.g. ECIP professionals) while providing education and care and working directly with children
- Authorisation is provided for a visitor to use a personal electronic device for essential purposes (personal health requirement, disability, family necessity, local emergency event, technology failure)
- Strict protocols are implemented for appropriate storage and retention of images and videos of children.

PERSONAL PHONE CALLS/MOBILE PHONES/SMART WATCHES

As FDC educators primarily work on their own, there are times during the day that they may need to make or receive phone calls whilst providing education and care for children. NVFDC educators may have access to a service-registered personal electronic device for use whilst educating and caring for children, and these devices may be used to take or record images or videos of children.

All electronic devices used to take images or videos must be registered with the Approved Provider. Any changes (purchase or disposal) to devices used in the course of providing education and care for children must be communicated to the Approved Provider/Coordination Unit immediately.

NVFDC educators must always consider children's safety and ensure adequate supervision is provided whilst engaged in a phone conversation. NVFDC educators should consider:

- The location of a telephone where educators can easily access them without leaving children unsupervised
- Ensuring children do not have access to personal mobile phone
- Have emergency phone numbers displayed near the phone at all times

USE OF ALCOHOL, DRUGS, VAPING AND TOBACCO

- NVFDC educators must ensure that children being educated and cared for by the educator or educator assistant as part of a NVFDC Service are provided with an environment that is free from the use of tobacco, illicit drugs, vaping substances and vaping devices and alcohol.

- Smoking or vaping is NOT permitted in or on surrounding buffer areas of the NVFDC residence or venue when education and care is being provided to children
- NVFDC educators, staff, visitors and volunteers must not carry or use vaping substances or vaping devices on the Service premises while education and care is provided to children
- When care is taking place, smoking or vaping is not permitted in the presence of children. This applies to family members and all visitors to the home, parents and visitors. NVFDC educators should ensure that children remain in a smoke-free environment when in vehicles and on outings and excursions.
- NVFDC educators who smoke need to ensure that their hands, clothing and any items that children may come into contact with are free of smoke residue prior to commencing care with children.
- If tobacco is smoked in the NVFDC residence when the service is not operating, consideration should be given to issues such as ventilation, hygiene and safe storage of items including ashtrays and cigarette lighters. Smoking material, including cigarette butts should not be evident when children are in care.
- NVFDC educators who smoke or vape must document on their risk management plan how they ensure a smoke free environment and ensure children do not come into contact with smoke residue.
- NVFDC is bound by the Education and Care National Regulations. Alcohol, drugs, or other substance abuse by educators and/or educator assistants can have serious adverse effects on their own health and the safety of others. As such, coordinators, staff, educators and/or educator assistants must not, while providing education and care for children:
 - Consume alcohol nor be under the influence of alcohol
 - Use or possess illegal drugs
 - Drive a vehicle, having consumed alcohol or suffering from the effects of illegal substances
- Persons residing the home or the educator's residence, must abide by this regulation- i.e., not consume alcohol nor be under the influence of alcohol or use or possess illegal drugs
- If a co-worker suspects a colleague or other NVFDC educator to be affected by drugs or alcohol or observes them vaping or smoking, they must inform the Nominated Supervisor immediately. No employee or educator will be allowed to work under the influence of drugs or alcohol. (See: *Tobacco, Drugs and Alcohol-Free Policy*)
- Any NVFDC educator, staff or educator assistant undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report

this to the Approved Provider and/or Coordinator. Consideration will be given as to whether the particular medication affects the person's capacity to provide education and care to children

- All issues pertaining to these matters shall be kept strictly confidential. A breach of this policy may initiate appropriate action including the termination of employment.

DRESS CODE

- Clothes must be sun safe and suitable for free movement, active play, and messy play
- No offensive logos or political statements are to be displayed on clothing

PERSONAL HYGIENE

FDC educators and staff are to adhere to the following standards:

- Hair is to be clean and neat
- Makeup is to be light and natural
- Fingernails are to be clean and well groomed
- Nail polish (if worn) cannot be chipped
- NVFDC educators will follow appropriate oral hygiene practices
- Appropriate deodorant/antiperspirant will be worn
- Strong perfumes will not be worn as they may cause allergic reactions in children.

BREACH OF THE CODE OF CONDUCT

All employees and engaged educators of the NVFDC Service are made fully aware that the following breaches of the Code of Conduct and role responsibilities may result in disciplinary action which may lead to performance management or termination of employment or engagement:

- Reporting to work under the influence of alcohol or drugs
- Refusal to complete required additional training
- Possessing or selling drugs at the NVFDC residence or approved venue
- Immoral, immature, or indecent conduct while educating and caring for children at the NVFDC residence
- Refusing to work as reasonably directed
- Not ensuring firearms and ammunition (if relevant) are stored separately and locked away
- Bringing disrepute to NVFDC
- Causing disruption or discontent in the relationship between a family and NVFDC
- Disclosure of confidential information

- Taking, abusing, defacing, or destroying property owned by NVFDC
- Falsification of reports, documents, or wages information
- Failure to report for work without notice or unauthorised absence
- Walking off the job
- Failure to follow policies and procedures
- Vulgarity or disrespectful conduct to families, management or colleagues
- Making or publishing false, vicious, or malicious statements about any employee of NVFDC, or the NVFDC Service itself
- Exceeding the maximum number of children to be cared for
- Unable to maintain or hold a current Working with Children Check
- Having regular (more than once per fortnight) personal visitors whilst educating and caring for children
- Using a personal mobile phone or device to take photographs of children
- Consistent or ongoing poor work standard
- Carelessness in the performance of duties
- Consistent or ongoing low level of enthusiasm
- Lack of personal cleanliness and hygiene
- Failure to report health, fire, or safety hazards.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Code of Conduct Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days.

SOURCES

Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian Children's Education & Care Quality Authority. (2024). [National Model Code for Early Childhood Education and Care](#).

Anti-Discrimination Act: See <https://raisingchildren.net.au/disability/disability-rights-the-law/law/anti-discrimination-laws> for Acts for specific Australian states and territories.

Australian Human Rights Commission <https://www.humanrights.gov.au/our-work/childrens-rights>
Early Childhood Australia Code of Ethics. (2016).

Australian Government. Fair Work Ombudsman. (2024). [Hiring employees](#)

Government of South Australia Human Services [Child safe environments](#)

National Principles for Child Safe Organisations

NSW Government [Office of the Children’s Guardian](#) *Code of Conduct- a guide to developing child safe Codes of Conduct.* (2020).

Ombudsman Act 2001 (Cth).

Privacy and Personal Information Protection Act 1998 (Cth).

Work Health and Safety Act 2011 (Cth).

Workplace Relations Act 1996 (Cth).

REVIEW

POLICY REVIEWED BY	Tella Markham	Nominated Supervisor	Draft 30/12/2025
POLICY REVIEWED	JANUARY 2026	NEXT REVIEW DATE	JANUARY 2027
VERSION NUMBER	V26.1		
MODIFICATIONS	<ul style="list-style-type: none"> • policy reviewed out of regular calendar review due to legislation changes for child safety- National Model Code (NMC) • added reference to new mandatory policy- <i>Safe Use of Digital Technologies and Online Environments Policy</i> • updated changes to vaping ban • minor edits within policy • sources checked for currency and updated as required 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
DECEMBER 2024	<ul style="list-style-type: none"> • annual policy review • added statement re: prohibition notices for employees • sources checked for currency and updated as required 	DECEMBER 2025	