

The logo for Adventure Patch features the words "adventure" and "patch" stacked vertically. The letters are filled with a vibrant, multi-colored gradient that shifts from purple and blue on the left to green and yellow on the right. The font is a clean, sans-serif style.

# adventure patch

## Code Of Conduct

This Code of Conduct describes standards of professional conduct that promotes adherence to the values of Adventure Patch. It provides a standard framework for everyone at Adventure Patch to support ethical decision making.

Policy Relevant to:	All employees, Family Day Care Partners and Volunteers.
Last Reviewed:	January 2024
Next Review:	January 2025
NQF:	82, 84, 155, 168
NQS:	4.1, 4.1.2, 4.2, 4.2.1, 4.2.2, 7.1.1, 7.1.3

## Purpose

Adventure Patch has established a common understanding of workplace standards and ethics expected of all employees, Family Day Care Partners and volunteers. We aim to ensure that positive working relationships are formed between everyone. Adventure Patch promotes dignity and respect and avoids behaviour, which is (or may be perceived) as harassing, bullying, or intimidating. All team members will conduct themselves in an ethical manner and strive to ensure that all interactions are positive, respectful and are in accordance with Adventure Patch's philosophy and CHARGE values.

Adventure Patch takes every reasonable effort to accommodate the diversity of all children in implementing the Child and Youth Safe Standards. We are committed to the safety and wellbeing of children and young people. We recognise the importance of, and take responsibility for, ensuring our services provide a safe and supportive environment which respects and fosters the rights and wellbeing of children in our care. We are dedicated to promoting cultural safety for Aboriginal & Torres Strait Islander children, as well as children from culturally and/or linguistically diverse backgrounds and the LGBTIQ+ community. We are also committed to providing a safe and inclusive environment for children with a disability.

# Code Of Conduct

Our Code of Conduct describes the standards of professional conduct for all employees, Family Day Care partners and volunteers. It promotes adherence to the Adventure Patch Values when interacting with the children & young people we care for, our colleagues and all stakeholders associated with Adventure Patch, in both physical and online interactions. It provides a standard framework for everyone at Adventure Patch to support ethical decision making.

Adventure Patch 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 team members 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. At Adventure Patch, we are 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 reflection about the ethical responsibilities of early childhood professionals.



# CHARGE Values



Being brave. Doing what is right and not what is easy. Having courageous conversations and the courage to be a leader regardless of position. Accepting responsibility for the consequences of our own actions. Being true to ourselves and others.

Being honest with ourselves and with others. Talking to people rather than about people. Saying what we mean with empathy and sensitivity.

Bring our most positive self to work and working with a spirit of playfulness, joy and adventure. Having fun and embracing change

Respecting how other feel and think. Showing respect for the skills knowledge, ideas and intentions of others.

Seeing the good in others. Accepting support, help and feedback with humility. Being grateful for the people around us and for the opportunities we all have.

Everyone, every time, everywhere and in every way.

## Implementation

All employees, Family Day Care partners and volunteers, will be required to read and sign this Code of Conduct document to confirm that they have understood this Code and associated policies. In signing this code, employees, partners and volunteers are agreeing that they understand and will exhibit the appropriate behaviours when interacting with children & young people, colleagues and all stakeholders associated with Adventure Patch.

## Duty of Care

All employees, Family Day Care Partners and volunteers have a responsibility to take care for the health, wellbeing and safety of themselves and others at the workplace in accordance with the Work Health and Safety Policy and to meet our legislative obligations.

Management and employees must provide adequate supervision of children at all times and ensure the health, safety and welfare of children and young people in their care. This includes taking all reasonable action to protect children and young people from the risk of harm that can be reasonably predicted.



# Adhering to Policy & Procedures, Laws & Regulations

## *At Adventure Patch we will*

1. Remain committed to the Adventure Patch philosophy and values.
2. Adhere to Adventure Patch policies, Standards and Regulations, specifically the following:
  - Providing a Child Safe Environment Policy (POLS0038)
  - Child Protection Policy (POLS0012)
  - Complaints and Grievances Policy (Families) (POLS0045)
  - Respectful Behaviour Policy (POLC0007)
  - Interaction with Children Policy (POLS0019)
  - Social Media Policy (POLS0024)
  - Anti-Bullying and Anti-Harrasment Policy (POLC0010)
  - Equal Employment Opportunity and Anti-Discrimination Policy (POLC0012)
  - Privacy and Confidentiality Policy (POLG0013)
  - Child and Youth Safe Standards
  - Education and Care Services National Law and National Regulations
  - National Quality Standard
3. Understand our 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 in the Child and Youth Safe Organisation Framework.
4. Contribute, where appropriate, to Adventure Patch policies, discussions, learning and reviews.

## *At Adventure Patch, we will not:*

- Engage in any action in breach of the Privacy and Confidentiality Policy, including but not limited to:
  - Disclosure of confidential service or customer information.
  - The improper or illegal use of that confidential information.
- Engage in or support any action in breach of Adventure Patch policies and/or procedures.



# As an employee

## *At Adventure Patch we will:*

- Be aware of our roles and responsibilities in relation to child safe practices and understand that child safety is everyone's responsibility.
- Ensure Working with Vulnerable People accreditation is maintained and up to date.
- Participate in the induction program as new employees.
- Ensure our work is carried out proficiently, harmoniously, and effectively.
- Act in a professional and respectful manner at all times whilst at work, giving our full attention to our responsibilities.
- Act honestly and exercise attentiveness in all service operations.
- Carry out all lawful directions, retaining the right to question any direction which is considered to be unethical; (if uncertain employees can seek advice from their manager, supervisor, or the Ombudsman).
- Ensure behaviour complies with the Anti Discrimination legal requirements to ensure others are not treated less favourably because of their age, race, sexual orientation, gender, gender identity, disability or any of the other attributes listed in the Anti Discrimination Act.
- Demonstrate appropriate personal and professional boundaries.
- Behave respectfully, courteously, and ethically without exception, toward everyone.
- Maintain full, accurate, and honest records as required by the Education and Care Services National Regulations.

## *At Adventure Patch we will not:*

1. Seek or accept a bribe from colleagues, children, or families.
2. Acquire personal profit or advantage because of our position (e.g., through the use of Adventure Patch information)
3. Use Adventure Patch property for personal use, without proper authorisation.
4. Approach other team members, managers, or visitors directly on individual matters that are irrelevant to them.



# Working with Colleagues

## *At Adventure Patch we will:*

- Uphold our Adventure Patch CHARGE values.
- Build positive partnerships with all team members.
- Remain committed to valuing and promoting safety, health, and wellbeing.
- Provide effective, open, reciprocal, and respectful communication and feedback.
- Provide a workplace which is respectful and safe for all people, regardless of gender identity, sexual orientation, age, race, disability or any of the other attributes listed in the Anti Discrimination Act.
- Treat colleagues with respect.
- Remain committed to an inclusive workplace and culture which values knowledge, experience, and professionalism.
- Recognise the diverse heritage and other diverse attributes of our families, children, and colleagues.
- Be courteous, responsive and ethical.
- Report any instances of suspected corrupt conduct, mismanagement of government funds or other serious allegation to the appropriate agency ([tipoffline@dese.gov.au](mailto:tipoffline@dese.gov.au)).

## *At Adventure Patch we will not:*

1. Engage in conduct that is:
  - a. detrimental to the professional standing of Adventure Patch
  - b. improper or unethical,
  - c. an abuse of power, harasses, discriminates, victimises, humiliates, intimidates, or threatens other employees, Family Day Care Partners, volunteers, or visitors at Adventure Patch services, either directly or indirectly (i.e. email, text, or social media).
2. Bully or insult others, including verbal and non-verbal aggression, abusive, threatening, or derogatory language or intimidation towards other employees, Family Day Care Partners, volunteers, children, visitors, or families.



# Children & Families

## *At Adventure Patch we will:*

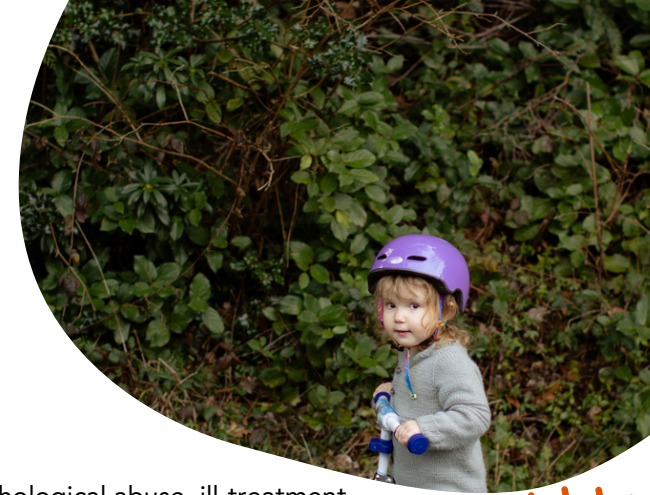
- Build positive partnerships with children and families.
- Take all reasonable steps to protect children from abuse and harm.
- Uphold the Child and Youth Safe Organisation Standards
- Promote the inclusion, cultural safety, participation, and empowerment of Aboriginal and Torres Strait Islander children and their families, children and families with culturally and/or linguistically diverse backgrounds to express their culture and enjoy their cultural rights.
- Support and create a safe environment for children and families with diverse genders, sexual orientation and bodies
- Support and create a safe environment for all children and provide an equitable approach to those with additional needs or special circumstances.
- Treat children and families with respect.
- Build an inclusive environment and culture which values knowledge, experience, and professionalism, and the diverse heritage of our families and children.
- Uphold the rights of children and always prioritise their needs.
- Treat all children and young people with respect.
- Always provide adequate supervision of children.

- Be courteous, responsive and a positive role model for children.
- Respect the confidential nature of information gained about each child enrolled in Adventure Patch services.
- Promote the human rights, safety, and wellbeing of all children at Adventure Patch.
- Identify and mitigate risks to children's safety and wellbeing as required by Adventure Patch's risk assessment and management policy and process.
- Create an environment that promotes and enables children's participation and that is welcoming, culturally safe, and inclusive for all children and their families.
- Involve children in making decisions about activities, policies, and processes that concern them, wherever possible.
- Undergo mandatory reporting and child protection training.
- Maintain an active responsibility as mandatory reporters, to confidentiality document, observe, report, and respond to signs of children and young people in situations of neglect or abuse, or being at suspected risk of neglect or abuse.





# Children & Families



## *At Adventure Patch we will not:*

- Engage in any unlawful activity with or in relation to a child.
- Use abusive, derogatory, inappropriate, or offensive language in the presence of children.
- Condone or participate in illegal, unsafe, or abusive behaviour towards children, including physical, sexual, or psychological abuse, ill-treatment, neglect, or grooming.
- Exaggerate, trivialise or ignore child abuse issues.
- Fail to report information to the approved provider if it is known a child has been abused.
- Engage in inappropriate physical contact with children as described in Adventure Patch's positive relationships training provided at induction.
- Persistently criticise and/or denigrate a child.
- Verbally assault a child or create a climate of fear.
- Encourage a child to communicate or be with them 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 or family member because of culture, race, ethnicity, disability, gender identity, sexual orientation or innate variations of sex characteristics.
- Put children at risk of abuse - e.g. refusing food/play, making threats, exposing children to inappropriate language or material (movies, internet, photos)
- Show preferential behaviour or treatment towards any child.
- Accept an offer of money, regardless of the amount.
- Engage in any activity that is likely to harm a child physically, sexually, or emotionally.
- Arrange personal contact, including online contact, with children for a purpose unrelated to Adventure Patch'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 required to do so by Adventure Patch's policy and procedure on reporting.
- Work with children while under the influence of alcohol or illicit drugs.
- Bully or insult, including verbal and non-verbal aggression, abusive, threatening, or derogatory language or use of intimidation towards others.

# Babysitting

- Adventure Patch does not provide babysitting services outside normal operating hours, nor do we encourage our staff to do so.
- Should a team member undertake private babysitting arrangements with families, Adventure Patch takes no responsibility for any private arrangements between team members or educators and the family. Adventure Patch does expect team members and educators to inform them if they are babysitting or caring for a child that attends Adventure Patch services.
- In a babysitting situation, team members are reminded of their duty under Adventure Patch's Privacy and Confidentiality Policy, where they are unable to discuss any information they are aware of through the course of their employment with Adventure Patch, whether it be regarding other staff members, parents/families, or children.



# Expectations of Leaders and Management

*In addition to the above responsibilities, leaders and management are expected to:*

- Model our CHARGE values at all times.
- Promote a collaborative and interconnected workplace by developing a positive working environment where all employees can contribute to the ongoing continuous improvement of Adventure Patch.
- Promote leadership by working with team members and educators and providing opportunities for training, professional development, and growth.
- Provide flexible opportunities to ensure all team members and educators can participate in staff meetings.
- Provide ongoing support and feedback to team members and educators.
- Keep team members and educators informed about essential information and any relevant changes and make all documents readily accessible to them.
- Ensure copies of the ECA Code of Ethics and Child and Youth Safe Standards are available to team members and families.
- Implement supportive and effective communication systems, consulting employees in appropriate decision making.
- Take appropriate action if a breach of the code of conduct occurs.
- Give encouragement and constructive feedback to team members, respecting the value of different professional approaches.
- Ensure all employees maintain and have up to date Working with Vulnerable People accreditation.
- Ensure all potential candidates undergo appropriate background checks, including Working with Vulnerable People Checks
- Model and provide guidance to educators and team members to ensure Adventure Patch is a diverse and inclusive environment.



# Managing Conflict in the Workplace

Leaders and Managers will:

- 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 as soon as they are aware of the breach.
- Investigate all allegations which may result in remedial, 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.



## Policy, Standards and Regulations Reference

- Child Safety and Wellbeing Policy (POLS0047)
- Providing a Child Safe Environment Policy (POLS0038)
- Child Protection Policy (POLS0012)
- Complaints and Grievances Policy (Families) (POLS0045)
- Respectful Behaviour Policy (POLC0007)
- Interaction with Children Policy (POLS0019)
- Social Media Policy (POLS0024)
- Anti-Bullying and Anti-Harrassment Policy (POLC0010)
- Equal Employment Opportunity and Anti-Discrimination Policy (POLC0012)
- Privacy and Confidentiality Policy (POLG0013)
- Child and Youth Safe Standards
- Child and Youth Safe Organisation Framework.
- Education and Care Services National Law and National Regulations
- National Quality Standard



# Acknowledgment

*I agree to abide by the Adventure Patch Code of Conduct (January 2024) during my employment/ engagement with Adventure Patch. I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment or engagement with Adventure Patch.*

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

**Position:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

**Signature:** \_\_\_\_\_