

# Code of Conduct



<b>Policy Relevant to:</b>	All employees, Family Day Care Educators, Board Directors and volunteers
<b>Last Reviewed:</b>	January 2025
<b>Next Review:</b>	January 2027
<b>ECS National Law:</b>	
<b>ECS National Law:</b>	r82, r84, r155, r168
<b>NQS:</b>	4.1, 4.1.2, 4.2, 4.2.1, 4.2.2, 7.1.1, 7.1.3

This Code of Conduct describes standards of acceptable professional conduct, underpinned by the Adventure Patch Values. It provides a standard framework for everyone at Adventure Patch to support ethical decision-making.

## Rationale

Our Code of Conduct describes the standards of professional conduct for all employees, Family Day Care Educators, Board Directors 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 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 Tasmanian Child and Youth Safe Standards. All employees and volunteers are responsible for promoting a culture of safety and well-being 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 adhering to the ECA Code of Ethics 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.

## Purpose

Adventure Patch has established a common understanding of workplace standards and ethics expected of all employees, Family Day Care Educators 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 employees 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 well-being of children and young people. We recognise the importance of and take responsibility for, ensuring our services provide a safe and supportive environment that 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.

## Implementation

All employees, Family Day Care Educators 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, Family Day Care Educators and volunteers agree that they understand and will exhibit the appropriate behaviours when interacting with children and young people, colleagues and all stakeholders associated with Adventure Patch.

## Duty of care

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

Management, employees and Family Day Care Educators 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.

### At Adventure Patch we will:

- Remain committed to the Adventure Patch philosophy and values
- Adhere to Adventure Patch Policies, Standards and Regulations, (including those listed in Related Policies below).
- Understand our legislative responsibility to report to management any inappropriate action of any other employee that involves children or young people as part of the Reportable Conduct Scheme in the Child and Youth Safe Organisation Framework.

### 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 that my Working with Vulnerable People accreditation is current and in date.
- Act in accordance with our Values, including acting with honesty and integrity at all times.
- Carry out all lawful directions, whilst retaining the right to question any direction which may be considered to be unethical; (if uncertain employees can seek advice from their manager, supervisor, or the People & Culture Manager.
- Ensure behaviour complies with anti-discrimination legislative 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.

- 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:**

- Seek or accept a bribe from colleagues, children, families or suppliers.
- Acquire personal profit or advantage from our position (e.g., through the use of Adventure Patch information)
- Use Adventure Patch property for personal use, without proper authorisation.

### **Working with Colleagues**

#### **At Adventure Patch we will:**

- Uphold our Adventure Patch CHARGE values.
- Build positive relationships with all employees.
- Remain committed to valuing and promoting safety, health, and wellbeing.
- Provide effective, open, reciprocal, and respectful communication and feedback.
- Provide a workplace that 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 that 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 CEO or appropriate agency (for example: [tipoffline@dese.gov.au](mailto:tipoffline@dese.gov.au)).

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

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

### **Children & Families**

#### **At Adventure Patch we will:**

- Build positive partnerships with children and families, treating them with respect.
- 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.
- Ensure a safe environment for all children is created and provide an equitable approach to those with additional needs or special circumstances.
- Build an environment and culture that is inclusive, 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 well-being of all children at Adventure Patch.
- Identify and mitigate risks to children's safety and well-being as required by Adventure Patch's risk assessment and management policy and process.
- Create an environment that promotes and enables children's participation, which 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.
- Take all reasonable steps to protect children from abuse and harm. 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.

#### **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 Interactions with Children Policy and Procedure
- Persistently criticise and/or denigrate a child.
- Verbally assault a child or create a climate of fear.
- 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 specific preferential behaviour or treatment towards any child.
- Accept any donation or offer of cash, 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 or arrange to be with them in a private setting.
- 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 employees or educators and the family. Adventure Patch does expect employees to inform them if they are babysitting or caring for a child that attends Adventure Patch services.
- In a babysitting situation, employees are reminded of their duty under Adventure Patch's Privacy and Confidentiality Policy, where they are unable to discuss any information, they are or become 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 connected 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 employees and Family Day Care Educators and providing opportunities for training, professional development, and growth.
- Provide flexible opportunities to ensure all employees can participate in staff meetings.
- Provide ongoing support and feedback to employees.
- Keep employees informed about essential information and any relevant changes and make all documents readily accessible to them.
- Ensure copies of the and Child and Youth Safe Standards are available to employees 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 employees, respecting the value of different professional approaches.
- Ensure all employees, Board Directors and volunteers 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 employees 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.

## Related Policies, Standards and Regulation Reference

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-Harassment Policy (POLC0010)	Equal Employment Opportunity and Anti-Discrimination Policy (POLC0012) Privacy and Confidentiality Policy (POLG0013) Gift Acceptance Policy (POLG0027) Child and Youth Safe Standards Education and Care Services National Law and National Regulations National Quality Standard
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## Review History

Policy Reviewed By:	Rolfe Brimfield	P&C Manager	January 2025
POLICY REVIEWED	January 2025	NEXT REVIEW DATE	January 2027
Modifications	<ul style="list-style-type: none"> <li>• Code of Conduct document formatted to policy document</li> <li>• Added related policies list</li> <li>• Updated sources list and checked hyperlinks</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
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## Signed

CEO:	
Manager:	