



CODE OF CONDUCT

FOR THE APPROVED PROVIDER, PERSONS WITH MANAGEMENT AND CONTROL, NOMINATED SUPERVISOR, PERSON IN DAY-TO-DAY CHARGE, ALL STAFF AND RELIEF STAFF

The approved provider, nominated supervisor and all staff including relief staff at Apollo Parkways Preschool are responsible for promoting the safety and wellbeing of children and their families by:

- treating everyone with respect, including listening to and valuing their ideas and opinions
- having zero tolerance for any form of child abuse
- having zero tolerance for any form of discrimination
- calling out and acting upon any form of discrimination including: racism, sexism, or ableism
- contributing to a culture of child safety and taking all reasonable steps to protect children from harm or injury
- respecting the privacy of children and their families as set out in the Privacy and Confidentiality policy
- sharing information in accordance with the Child Wellbeing and Safety Act 2005 to protect children from harm
- providing positive recognition and celebrating aboriginal culture
- acknowledging the importance culture identity has for Aboriginal children
- being aware of potential unconscious bias that can affect attitudes, that can be expressed through positive impressions based on someone's skin colour, surname or where they're from or negative impressions based on particular groups of people
- reporting and acting on any breaches of this Code of Conduct, complaints or concerns

Professional Responsibilities

The approved provider, nominated supervisor and all staff demonstrate our commitment to our professional responsibilities by:

- adhering to the Child Safe Environment and Wellbeing Policy, and all other policies
- 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 within the limits of our professional expertise and role
- understanding and complying with legal obligations in relation to:
 - discrimination, harassment and vilification
 - negligence
 - grooming
 - protection of a child from child abuse/sexual abuse
 - mandatory reporting & information sharing
 - privacy and confidentiality
 - occupational health and safety, including emergency evaluation procedures
 - raising any complaints or grievances in accordance with the *Compliments and Complaints policy*
 - maintaining teacher registration and Working with Children checks as applicable.

Relationships with Children

The approved provider, nominated supervisor and all staff at Apollo Parkways Preschool demonstrate our commitment to high-quality education and care for children by:

- engaging with children to help them understand their rights to safety, information and participation
- 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, staff and volunteers
- regarding all children equally, and with respect and dignity
- having regard to their cultural values and supporting them to express their culture and enjoy their cultural rights

- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child
- working with children in an open and transparent way by informing other staff 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 staff demonstrate our commitment to collaboration by:

- welcoming all children and their families
- maintain professional and ethical relationships with families attending the service
- respecting the role of parents/guardians as the child's first educator
- 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, persons with management and control, nominated supervisor and staff and between colleagues demonstrate collegiality by:

- encouraging others to act in accordance with this *Code of Conduct* and taking action when they observe behaviors 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 STAFF ACKNOWLEDGEMENT

I hereby acknowledge that on _____, I received a copy of The Apollo Parkways Preschool *Code of Conduct* and I have read, and I understood its content.

I commit to abiding by the *Code of Conduct* and fulfilling my responsibilities outlined whilst working at Apollo Parkways Preschool.

I understand and accept that any serious breach of this code of conduct will be deemed as misconduct and will lead to disciplinary or legal action or review of my employment by the approved provider.

Signature

Name (please print)

Date

Witness signature

Name (please print)

Date

Thank you for your contribution to making Apollo Parkways Preschool an open, safe, welcoming, and friendly environment.