



Child Safe Code of Conduct

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY
QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT

Policy Statement

At Jacaranda Preschool we are committed to the safety and wellbeing of all children. We will provide an environment where children feel supported and respected, and are able to actively participate in decisions that affect their lives. We uphold children's rights to be safe and feel safe and supported at all times.

Jacaranda Preschool has a Zero Tolerance to child abuse, and will treat all allegations of child safety very seriously and consistently with our robust policies and procedures.

Scope

Responsibilities

All paid and unpaid staff, including volunteers, interns or trainees of Jacaranda Preschool are responsible for the safety and wellbeing of children and young people who engage with Jacaranda Preschool. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

Delegations

The Preschool Director and General Manager Corporate Services are responsible for the implementation of this policy.

Goals / What are we going to do?

This child safe code of conduct sets out expectations of how educators, staff and volunteers should behave around children. This is important to prevent children from being harmed. Child abuse takes many forms and can include physical, sexual and psychological abuse, ill treatment and neglect.

This policy identifies positive child safe behaviours that we encourage all adults to support. It also identifies behaviours that we consider unacceptable. Engaging in unacceptable behaviour is a breach of this code of conduct and may result in managerial or disciplinary action.

Strategies / How will it be done?

- All educators, staff and volunteers will have a working with children's check before commencing at Jacaranda Preschool
- All educators will have a police check before commencing at Jacaranda Preschool, this will be updated on a 3 yearly basis
- All educators will hold a recognised child protection course CHCPRT001 or equivalent before commencing at Jacaranda Preschool and update child protection training as needed.
- All educators will complete an annual refresher of child protection
- All educators, staff and volunteers will have an induction before commencement and will be required to read and comply with all policies relating to child safety.

Our Commitment

1. **Respect:** We will treat everyone equally, regardless of who they are or their age. We will ensure that everyone feels safe, welcome, and respected.

2. **Inform:** We will ensure that children and young people are informed of their physical, emotional, and online rights and what actions to take if they feel unsafe.

3. **Family and community:** Where it is safe to do so, we will involve families and communities in our approach to child safety and wellbeing.

4. **Help:** We will help children and young people to work towards their goals in life.

5. **Safety:** We will ensure that children and young people feel safe and comfortable in our care. All persons in our organisation will be supported to safely disclose risks of harm to children or young people. We will take seriously, and act immediately in relation to, any reports of child abuse.

6. **Staff and volunteers:** We will ensure that all workers whom we engage have been appropriately screened and trained to work positively with children and young people.

7. **Include children in decisions:** We will seek input and feedback from children and young people and empower them to participate in decisions affecting their lives or care.

8. **Give voice:** We will help children and young people to voice their concerns and complaints about the organisation, and we will take their input seriously.

9. **Safe environment:** We will ensure that our physical and online environments promote safety and wellbeing.

10. **Risk Management:** We consider the safety and wellbeing of every child and will endeavour to protect children from harm through various procedures included in our risk management.

11. **Policies and procedures:** We will document, regularly review, and continuously improve our policies and procedures to promote and uphold child safety and wellbeing.

These standards of professional conduct are supported by, and should be read in conjunction with:

- National Quality Framework document suite as made available through the Australian Children's Education and Care Quality Authority (ACECQA);
- Statement of Philosophy;
- Operational policies and procedures, which provide a framework for accountable and responsible professional practice.
- Child safe standards

Our Staff, Educators and Volunteers

This code of conduct guides our educators and volunteers on how to behave with children at Jacaranda Preschool South Grafton.

All of our educators and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All educators and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

The Nominated Supervisor will:

- Ensure that this Policy is publicised and promoted to all relevant stakeholders;
- Ensure that during induction this code of conduct is part of organisational procedures;
- provide children and young people avenues to contribute to the risk management strategy by having a say about what makes them feel safe and unsafe at Jacaranda preschool, and how things could be better;
- Ensure workers are competent in identifying signs of child-specific harm, abuse, neglect, and grooming. and
- Ensure risk assessment are updated annually and communicated to all educators.

All Staff, Educators and volunteers will:

- Act in accordance with Jacaranda Preschools child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Treat all children and young people with respect
- Listen to and value children and young people's ideas and opinions
- Actively promote cultural safety and inclusion
- Report any conflicts of interest
- Work within a team to ensure that the needs of the child (and their family) remain the paramount focus.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well. Promote the human rights, safety and wellbeing of all children at jacaranda preschool..
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and 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.

- Contribute, where appropriate, to jacaranda preschools policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children’s safety and wellbeing as required by jacaranda preschool’s risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with jacaranda preschool’s policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by **the Children and Young Persons (Care and Protection) Act 1998** and jacaranda Preschool’s policy and procedure on internal and external reporting.
- Report all potential risk in the learning environment to the responsible person or
- Comply with Jacaranda Preschool’s protocols on communicating with children.
- Comply with **the Children and Young Persons (Care and Protection) Act 1998** and Jacaranda Preschool’s policies and procedures on record keeping and information sharing
- Participate in all compulsory training
- Take all reasonable steps to protect children from abuse
- Respect the privacy of children and their families by keeping all information about child protection concerns confidential
- Ensure breaches of this code are reported immediately
- Uphold the rights of the child and always priorities their needs
- Comply with child safe practices regarding the use of electronic devices across the service as outlined in Jacaranda Preschools safe and responsible use of digital devices policy.

All Staff, Educators and volunteers will NOT:

- Engage in any unlawful activity with or in relation to a child.
- Condone or participate in any activity that is likely to physically, sexually or emotionally harm a child.
- Deliberately prevent a child from forming friendships
- Verbally assault a child or create a climate of fear
- Show children pornographic images
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Jacaranda Preschool’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 I am required to do so by Jacaranda Preschool’s policy and procedure on reporting.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Encourage a child to communicate with me in a private setting
- Share details of sexual experiences with a child
- Use sexual language or gestures in the presence of a child
- Fail to report information to the Nominated Supervisor if I know a child has been abused, if I am not happy with the nominated supervisors actions I will report abuse to the police.

- Work with children while under the influence of alcohol or prohibited drugs. Or offer children or a young person alcohol, cigarettes or other drugs
- Ignore or disregard any suspected or disclosed child harm or abuse
- Exaggerate or trivialise child abuse issues
- Persistently criticise and/or denigrate a child
- Engage in inappropriate or unwarranted touching involving a child

Educators Understand:

The following types of behaviour may be of concern.

- Being alone with a child when there is no professional reason for doing so
- Showing favour to one child over others
- Babysitting a child out of work hours (without managerial approval for this kind of secondary employment)

Families Will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to the nominated supervisor
- Respect children, educators and other families

Reporting breaches of the code of conduct

Our Complaint Handling Policy provides more information about our reporting obligations to external authorities as well as describing protections and confidentiality provisions for anyone making a report. All staff, volunteers, families and community members are encouraged to speak up if they have concerns about the safety of children.

Complaints about a breach of this Code of Conduct must be reported to our Nominated Supervisor.

Managerial or Disciplinary action

Some breaches of this Code of Conduct may need to be reported to the NSW Police, the Department of Communities and Justice and the Office of the Children's Guardian. Educators, Staff and volunteers who breach our Code of Conduct may also be subject to disciplinary action. This can include increased supervision, appointment to an alternative role, suspension, or termination from the organisation.

Definitions

Child: A person under the age of 18 (unless otherwise specified in relevant legislation).

Young Person: A person who is aged 16 or 17 years as defined in the Children and Young Person's (Care and Protection) Act (1998)

Child protection: Any measure taken to safeguard children from abuse or harm.

Harm: Different states or territories may have differing definitions of harm in relation to child protection legislation, but in general it refers to any significant detrimental effect on a child's physical, psychological, or emotional wellbeing.

Risk management: A systematic process whereby an organisation identifies and assesses risks, develops strategies to mitigate risk, assigns responsibilities, and monitors and reviews progress.

Risk is the chance of something happening that will impact on objectives, measured in terms of likelihood of occurrence and impact.

Risk assessment: The process of analysing and evaluating the likelihood and impact of potential risks.

Physical abuse – the intentional or reckless use of physical force against a child that results in harm to the child's health, development or dignity, or which has a high likelihood of resulting in such harm. It may also include the threat of abuse where the child reasonably fears it may occur.

Sexual abuse – any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. This can include both sexual offences (a child-related criminal offence of a sexual nature) as well as sexual misconduct (conduct with, towards or in the presence of a child that is sexual in nature but is not a sexual offence).

Emotional abuse – behaviour towards a child that is likely to damage a child's self-esteem or social competence.

Neglect – behaviour by a person responsible for the care of a child (such as a parent, carer or staff member if the child is in their care) that constitutes a failure to act in ways consistent with accepted community standards about what is necessary to meet the developmental needs of a child.

Ill-treatment – the Children's Guardian Act defines ill-treatment as 'conduct towards a child that is unreasonable and seriously inappropriate, improper, inhumane or cruel.'

Grooming- is intended to manipulate and control a child, their family and other support networks (including organisations and the community), with the intent of gaining access to the child, and obtaining their compliance and silence in order to avoid abuse being discovered. It does so by building trust and favouring some children over others in order to isolate and manipulate them.

Groom is any act with the aim of befriending, building rapport, and gaining the trust of a child for the purpose of subjecting them to abuse. Signs of grooming include giving gifts or special attention, or inappropriate touching such as tickling or wrestling with a child.

Online grooming: Establishing a relationship with a child or young person online with the aim of meeting him/her in person for sexual activity. This can include online chat or sexting, and the abuser may lie about their age or identity.

Domestic and family violence: It is most often violent, abusive or controlling behaviour by a man towards a woman. What you may not realise, is that children also experience domestic violence. It affects their emotional and physical health and wellbeing. And it is a form of child abuse

Term	Definition
ACECQA	Australian Children’s Education & Care Quality Authority

Sources

- Australian Children’s Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au
- Early Childhood Australia – www.earlychildhoodaustralia.org.au
- Early Childhood Australia Code of Ethics 2016
- Australian Government Department of Education, Skills and Employment – www.dese.gov.au
- UN Convention on the Rights of the Child
- Office of the children’s guardian

Legislation and Standards

- Education and Care National Law Act 2010
- Education and Care National Regulations: 168 (2)(i)(i)
- National Quality Standard, Quality Area 4: Staffing Arrangements – 4.2.2
- National Quality Standard, Quality Area 2: Children’s health and safety 2.2.2, 2.2.3
- Child Safe Standards V.2 2023

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