

## Code of Conduct for a Child Safe Organisation – Waite Campus Childrens Centre

This Code of Conduct provides the minimum expected behaviour of all employees, volunteers and students within Adelaide University Childcare Services Inc (AUCS), Waite Campus Childrens Centre. This code of conduct is:

- written in consultation with all employees, acknowledged and signed
- endorsed by the Adelaide University Childcare Services Inc Board
- published on the WCCC website, made widely available and communicated to all employees, volunteers and students, and contained within centre policies
- supported by clear organisational reporting and response mechanisms to address breaches of the code.

Biologically, a **child** (plural *children*) is a human being between the stages of birth and puberty, or between the developmental period of infancy and puberty.

The United Nations defines youth as persons between the ages of 15 and 24 with all UN statistics based on this range, the UN states education as a source for these statistics. The UN also recognizes that this varies without prejudice to other age groups listed by member states such as 18–30.

Caring for children and young people brings additional responsibilities for employees and volunteers of AUCS. All employees and volunteers of AUCS are bound by the Code of Conduct and are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- adhering to the AUCS Child Safe Environment Policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating all staff, volunteers, students, children, young people and family members without discrimination, with respect and honesty, and ensuring equity of treatment is upheld. This is following rules as defined in state and federal discrimination laws (Racial Discrimination Act 1975, Sex Discrimination Act 1984, Australian Human Rights Commission Act 1986, Privacy Act 1988, Disability Discrimination Act 1992, Age Discrimination Act 2004, Workplace Gender Equality Act 2012).
- being a positive role model to children, young people and each other in all your conduct
- setting clear boundaries about appropriate behaviour between yourself and the children and young people in your organisation – professional boundaries help everyone to understand their roles – refer to AUCS Code of Conduct Policy
- listening and responding appropriately to the views and concerns of children and young people
- ensuring open communication and awareness when engaging in practices and routines where staff may be alone with children or young people
- being alert to children and young people who are, or may be at risk of harm, and responding as per Child Protection Policy
- responding appropriately to any complaints made by a child, young person or their parent/guardian
- encouraging children and young people to 'have a voice' on issues that are important to them, and for children to know that their voice is listened to.

### **Employees and volunteers must not:**

- engage in play where there is a risk of physical harm to the child or young person
- develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- behave or act to discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability, sexuality, physical or mental ability or family circumstances.

### **Reporting a Breach of the Code of Conduct**

Employees, volunteers or families should report a breach to the Nominated Supervisor or Approved Provider who will manage an investigation into the breach in a fair, unbiased and supportive manner in line with the AUCS Grievance Handling Policy and Procedure.

### **Consequences of Breaching the Code of Conduct**

Depending on the nature of a breach outcomes may include:

- a. emphasising the relevant component of the Risk Management plan, for example, the Code of Conduct
- b. providing closer supervision
- c. professional development and training
- d. mediating between those involved in the incident (where appropriate)
- e. disciplinary procedures if necessary
- f. reviewing current policies and procedures and developing new policies and procedures if necessary
- g. termination of employment

**I agree to abide by this code of conduct**

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

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