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QA 2	2.3.4	Educators, co-ordinators and staff members are respectful and ethical.
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Aim

The Eltham College Foundation and Little Flyers Learning Centres take a zero-tolerance approach to child abuse and are fully committed to ensuring that our strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order No.870 (2015).

Implementation

All staff, volunteers and board members of The Eltham College Foundation Ltd and our Little Flyers Centres are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below:

All personnel are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- Adhering to the our 'Child Safe Policy' at all times and upholding this 'Code of Conduct'.
- Taking all reasonable steps to protect children from abuse.
- Treating everyone with respect.
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and / or are worried about their safety or the safety of another.
- Promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification).
- Promoting the cultural safety, participation and empowerment of children with culturally and / or linguistically diverse backgrounds (for example, by having a zero-tolerance towards discrimination).
- Promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities).
- Ensuring that more than one educator be present in the Centre when children are in attendance. No single child will at any time be in the care of a sole educator.
- Reporting any allegations of child abuse to the CEO, Child Care Operations Manager and the Centre Director and ensuring any allegation is reported to the police or child protection authorities.
- Reporting any child safety concerns to the CEO, Child Care Operations Manager and the Centre Director, if an allegation of child abuse is made, ensuring as quickly as possible, that the child(ren) are safe.
- Encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Little Flyers Employees and Volunteers must not:

- Develop any 'special' relationships with children that could be seen as favouritism or grooming (for example, the offering of gifts or special treatment for specific children).
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area).
- Put children at risk of abuse (for example, by locking doors).

- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities).
- Use inappropriate language in the presence of children.
- Express personal views on cultures, race or sexuality in the presence of children.
- Discriminate against any child, including; because of culture, race, ethnicity or disability.
- Have contact with a child, or their family outside of our organisation without the knowledge and / or consent of the CEO and Centre Director (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate.
- Have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters, learning journals etc.)
- Ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to the CEO, Child Care Operations Manager or Centre Director

- If you believe a child is in immediate risk of abuse please phone 000.

Employee Declaration

*I agree to adhere to this **'Code of Conduct'**:*

Name: _____

Signature: _____

Date: ____ / ____ / ____

Sources

Education and Care Services National Regulations 2011

National Quality Standards

Victorian Child Safe Standards

UN Convention on the Rights of the Child

An overview of the Victorian Child Safe Standards

Department of Health and Human Services

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: 20.07.2021

Date for next review: June 2022