

# Code of conduct



Eltham Woods Preschool has a commitment to child safe standards and acknowledges the role adults play in creating safe spaces for children in their care. This is reflected in staff and parents outlining acceptable positive approaches to behaviour. Positive child safe behaviours demonstrate a commitment to keeping children safe, consistent with our values and philosophy. These types of behaviours give children confidence to speak up and be empowered in determining positive outcomes. This includes encouraging a culture where the prevention and reporting of abuse is supported and encouraged. Our code of conduct also includes examples of positive and unacceptable behaviours.



Refer also to our commitment to child safe standards; sunsmart policy.

## PURPOSE

This policy provides a clear set of guidelines and procedures for Eltham Woods Preschool to:

- establish the expected standards of behaviour for the approved provider, nominated supervisor, early childhood teachers, educators, other staff, contractors, volunteers, students on placement, parents/guardians and visitors
- create and maintain a child safe environment that reflects the philosophy, beliefs, objectives, and values of Eltham Woods Preschool
- articulate desirable and appropriate behaviour
- promote interactions at the service and online which are respectful, honest, courteous, sensitive, tactful, and considerate.



## POLICY STATEMENT

### VALUES

Eltham Woods Preschool:

- respects the rights of the child and values diversity
- values the contribution of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability
- has zero tolerance of discrimination
- maintains a duty of care (*refer to Definitions*) towards all children at the service
- is committed to the safety and wellbeing of all staff and the members of our service's community
- is committed to supporting staff to act cohesively and ethically as a team and provide an environment that is conducive to children's learning and development
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages relationships that are based on the principles of mutual respect, equity and fairness.
- encourages both adults and children to identify and raise concerns through the appropriate channels to maintain a culture of reporting and pro-actively responding to concerns
- encourages volunteers, students, parents/guardians and visitors to support and participate in the program and activities of the service.
- ensures all staff are able to identify and understand what constitutes the many forms of child abuse. Physical, Sexual, Emotional, Neglect, or Ill-Treatment.
- ensures all staff respond as is their legal responsibility to any reports of child abuse.

## SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, other staff, students, volunteers, parents/guardians, committee members, children and others attending the programs and activities of Eltham Woods Preschool, including during offsite excursions and activities.

## OUR PHILOSOPHY

At Eltham Woods Preschool, we respect each child as a unique, competent learner. We believe that every child brings to our centre their individual knowledge, skills and integrity. Educators and families work together to provide many opportunities for children to pursue their own ideas and interests to develop autonomy and independence. Children at Eltham Woods Preschool have a voice in planning their program. This encourages a sense of ownership and a developing sense of agency. We are guided by the values that underpin the National Early Years Learning Framework, where children's lives are characterised by the ideals of belonging, being and becoming. We acknowledge the International Rights for children, ensuring that our children have a right to an opinion, to rest, to play and to be safe.

Our experienced educators create a safe and engaging environment that encourages the exploration and development of each child's abilities, building a growing sense of autonomy and independence. Eltham Woods Pre-School children have the opportunity to gain knowledge and skills, acquiring important dispositions for lifelong learning. We acknowledge that young children learn best through their senses using a diverse range of creative arts opportunities. Our educators remain lifelong learners and their knowledge grows with new evidence and experience. They are part of a larger community of learners and collaborate across the early childhood sector with primary schools and with early intervention services.

Learning is a two-way opportunity between our children and our educators. Our educational programs and practices are responsive to children's evolving capacities as learners, are play-based and enjoyable for all. Our beautiful natural surrounds provide many opportunities for nature-based play, to encourage a healthy understanding and respect for our environment, to nurture an interest in biodiversity and a commitment to sustainability.

Eltham Woods Preschool aims to foster community spirit as we work together to facilitate our children's learning. Children, families and educators come from a diverse range of cultures and we believe that all families are welcome and respected, feeling included and valued. We value each stage of children's development and allow them time to be able to practice the skills they are learning. All children learn at different rates and through different mediums. We value each child's individuality and work to provide a warm, safe and stimulating environment for all children, including those with additional needs. We proudly acknowledge and respect the Wurundjeri as the Traditional Owners of the land on which we meet to learn and play.

We acknowledge parents as first teachers of their children. We value and respect their contribution to the centre and programs, and we aim to provide information to support them in this important role. Our families value the down to earth approach taken in children's programs and appreciate the friendships that develop in their time here.

Our service is committed to a process of continual review and quality improvement and this is reflected in the quality early childhood education we provide.

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RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teachers, educators and all other staff	Parents/guardians/committee members	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Providing a safe environment for everyone attending the programs and activities of Eltham Woods Preschool	R	R	√		
Providing a workplace that is free from unlawful discrimination, harassment, victimisation and bullying where all persons attending are treated with dignity, courtesy and respect	R	√	√		
Ensuring racism within the service is identified, confronted and not tolerated.	R	√	√	√	√
Ensuring that the children educated and cared for at [Service Name] are protected from harm and from any hazard likely to cause injury ( <i>National Law: Section 167</i> )	R	R	√		
Providing guidance through leadership and by being a positive role model; putting children first, prioritising training and education and having a culture of continuous improvement	R	√			
Developing, updating and reviewing Code of Conduct for Eltham Woods Preschool in collaboration with all stakeholders within the service ( <i>refer to Attachments 1 and 3</i> )	R	√	√	√	
Ensuring that early childhood teachers/educators/other staff, volunteers, students and parents/guardians/committee members are provided with a copy of this policy on employment, engagement or enrolment at the service and that the current codes of conduct are publicly displayed and promoted to everyone including contractors and visitors	R	√			
Ensuring that the codes of conduct are regularly discussed at staff meetings to reinforce expectations	R	√			

Developing a culture of accountability within the service for complying with the code of conduct and responding when behavioural expectations are not adhered to	R	✓	✓	✓	✓
Ensuring that all children being educated and cared for at Eltham Woods Preschool are protected from harm and any hazard likely to cause injury ( <i>National Law: Section 167</i> )	R	R	✓		✓
Providing an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct	✓	✓	✓	✓	✓
Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for ( <i>Regulation 157</i> ), except where this may pose a risk to the safety of children or staff, or conflict with any duty of care of the approved provider, nominated supervisor or early childhood teachers and educators under the <i>National Law: Section 167 &amp; 171</i>	R	R			
Ensuring that contractors, volunteers, parent/guardians, students or visitors at the service are not placed in a situation where they are left alone with a child	R	R	✓		
Ensuring all staff and volunteers receive relevant cultural training so they have an understanding of Aboriginal culture, and an appreciation for culturally sensitive issues	R	R			
Respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal. Paying particular attention to the needs of Aboriginal and Torres strait Islander children, children with disability and children from CALD backgrounds	✓	✓	✓	✓	✓
Engaging in open, two-way communication with families and communities about the service's child safety approach and providing relevant and accessible information	✓	✓	✓		
Ensuring all staff, contractors, volunteers and students do not consume or are under the influence of alcohol or be affected by drugs ( <i>refer to Tobacco, Alcohol and other Drugs Policy</i> )	R	R			
Not consuming or being under the influence of alcohol or be affected by drugs ( <i>refer to Tobacco, Alcohol and other Drugs Policy</i> )	R	R	R	✓	R
Notifying DET within 24 hours of a serious incident ( <i>refer to Definitions</i> ) or of a notifiable complaint being made ( <i>refer to Definitions</i> ) at the service ( <i>National Law: Sections 174(2)(b) and 174(4), National Regulations: Regulations 175(2)(c) and 176(2)(b)</i> ) via the NQAITS	R	✓			
Referring notifiable complaints ( <i>refer to Definitions</i> ), grievances or complaints that are unable to be resolved appropriately and in a timely manner to the Grievances Subcommittee/investigator ( <i>refer to Compliments and Complaints Policy</i> )	R	✓			
Notifying Worksafe of any reportable incidences ( <i>refer to Definitions</i> ) that have occurred in the workplace	R	✓			
Activating the <i>Compliments and Complaints Policy</i> on notification of a breach of the <i>Code of Conduct Policy</i>	R	✓			
Taking appropriate disciplinary or legal action, or reviewing the terms of employment in the event of misconduct or a serious breach of the <i>Code of Conduct Policy</i>	R				
Contacting police in an emergency situation where it is believed that there is an immediate risk, such as when violence has been threatened or perpetrated or where	R	R	R	✓	R

sexual abuse or grooming is suspected as outlined in the <i>Child Safe Environment Policy</i> .					
Reading the <i>Code of Conduct Policy</i> (refer to Attachment 1) and signing the Code of Conduct Acknowledgement for staff (refer to Attachment 2) and that these are filed with individual staff records upon engagement in the service		✓	✓		
Adhering to the Code of Conduct at all times	R	R	R	R	R
Informing the approved provider in the event of a serious incident (refer to Definitions), of a notifiable complaint (refer to Definitions) or of a breach of the <i>Code of Conduct Policy</i>		R	✓		
Providing an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct	✓	✓	✓		
Ensuring that parents/guardians, students and volunteers sign the Code of Conduct Acknowledgement (refer to Attachment 4)	✓	✓		✓	✓
Ensuring children can access abuse prevention programs and information	R	✓	✓		
Understanding and accepting that serious breaches of this code will be deemed misconduct and may lead to disciplinary or legal action, or a review of their employment		✓	✓	✓	✓
Being attentive to signs of harm and facilitating child-friendly ways for children to communicate and raise their concerns	R	R	R		R
Reporting and acting on any concerns or observed breaches of this <i>Code of Conduct Policy</i>		R	R	R	R
Ensuring duties are performed in a professional, safe and satisfactory manner at all times.	✓	✓	✓		✓



## BACKGROUND AND LEGISLATION

### BACKGROUND

Codes of conduct establish standards of behaviour to be followed and define how individuals are expected to behave towards each other, towards the children in their care, and towards other organisations and individuals in the community.

The approved provider, nominated supervisor, early childhood teachers, educators and all other staff have a duty of care to the children attending the service and must ensure 'that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury' (*National Law: Section 167*).

The *National Quality Standard* requires that all staff be respectful and ethical and that 'professional standards guide practice, interactions and relationships' (*National Quality Standard: 4.2 and 4.2.2*). Employers also have a legal responsibility to provide, as far as is practicable, a safe workplace that is free from discrimination, bullying and harassment.

*Child Safe Standards* requires services to ensure the Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities, and breaches to the Code of Conduct are acted upon and reported.

A Code of Conduct should be informed by the service's philosophy, beliefs and values, and based on ethical principles of mutual respect, equity and fairness. Consideration should be given to the Victorian Teaching Profession *Code of Conduct and the Code of Ethics* and to the Early Childhood Australia's *Code of Ethics* in developing the code of conduct.

The approved provider must ensure that the nominated supervisor, early childhood teachers, educators, other staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Eltham Woods Preschool adhere to the expectations outlined in the Code of Conduct when communicating to and interacting with:

- children at the service and their parents and family members
- each other
- others in the community.

#### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Safe Standards (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Early Childhood Australia's Code of Ethics (2016)
- Education and Care Services National Law Act 2010: Sections 166, 167, 173, 174
- Education and Care Services National Regulations 2011: Regulations 83, 155, 156, 157, 168, 170, 171, 174, 175, 176
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009 (Cth)
- Fair Work Regulations 2009 (Cth)
- National Quality Standard, Quality Area 4: Staffing Arrangements
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Racial Discrimination Act 1975
- Racial and Religious Tolerance Act 2001 (Vic)
- Sex Discrimination Act 1984 (Cth)
- Victorian Institute of Teaching the Victorian Teaching Profession Code of Conduct
- Victorian Institute of Teaching the Victorian Teaching Profession Code of Ethics

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)

Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



#### DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable Complaints, Serious Incidents, Duty of Care, etc. refer to the Definitions file of the PolicyWorks catalogue.

**Behaviour:** the way in which one acts or conducts oneself, especially towards others.

**Bullying:** Repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying occurs when one or more people deliberately and repeatedly upset or hurt another person, damage their property, reputation or social acceptance.

**Ethical conduct:** Behaviour which reflects values or a code of conduct.

**Grooming:** Grooming is any behaviour that is intended to manipulate and gain control over a child, their family and other support networks within their community. This is with intent of obtaining their compliance and silence in order to avoid abuse being discovered. It is done to build trust and favouring some children in order to isolate and manipulate them, with intent to abuse.

**Harassment:** When someone is demeaning, derogatory or intimidating towards another person.

Harassment includes:

- racial taunts
- taunts about sexual orientation or gender identity



- sexual harassment: unwelcome physical, verbal or written behaviour of a sexual nature
- repeated insulting remarks.

**Investigator:** A person/staff member assigned or organisation engaged with the responsibility of investigating suspected breaches of the Code of Conduct by the Approved provider

**Physical attack:** the direct or indirect application of force by a person to the body of, or to clothing or equipment worn by another person, where that application creates a risk to health and safety.

**Respect:** Demonstrating regard for the rights of individuals, for different values and points of views.

**Sexual harassment:** includes offensive gestures, leering, staring or suggestive comments about a person's physical appearance, inappropriate physical contact, unwanted invitations of a sexual manner, sexually orientated jokes, sending of obscene letters, notes, telephone texts or emails.

**Support:** Work in a co-operative and positive manner.

**Threat:** a statement or behaviour that causes a person to believe they are in danger of being physically attacked.

**Unreasonable behaviour:** includes actions of individuals or a group and may involve using a system of work as a means of victimising, humiliating, undermining, or threatening.

**Verbal harassment:** includes name-calling, offensive language, putting people down.



## SOURCES AND RELATED POLICIES

### SOURCES

- (1) Early Childhood Australia, *Code of Ethics*:  
[www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/](http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/)
- (2) United Nations, *The Universal Declaration of Human Rights*:  
[www.un.org/en/universal-declaration-human-rights/](http://www.un.org/en/universal-declaration-human-rights/)
- (3) United Nations, *Convention on The Rights of the Child*:  
[www.unicef.org/crc/](http://www.unicef.org/crc/)
- (4) Victoria Legal Aid: [www.legalaid.vic.gov.au](http://www.legalaid.vic.gov.au)
- (5) Victorian Institute of Teaching – *The Victorian Teaching Profession Code of Conduct and Code of Ethics*:  
[www.vit.vic.edu.au](http://www.vit.vic.edu.au)
- (6) Commission for Children and Young People:  
[www.ccyp.vic.gov.au](http://www.ccyp.vic.gov.au)
- (7) Code of Conduct – A Guide to developing child safe codes of conduct.
- (8) Office of the children's guardian 2020 – NSW Government. [ocg.nsw.gov.au](http://ocg.nsw.gov.au)

### RELATED POLICIES

- EWPS Commitment to Child Safety.
- Child Safe Environment and Wellbeing
- Compliments and Complaints
- Delivery and Collection of Children
- Inclusion and Equity
- Information Communication Technology
- Interactions with Children
- Occupational Health and Safety
- Privacy and Confidentiality
- Relaxation and Sleep
- Staffing
- Tobacco, Alcohol and other Drugs



## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- assess whether a satisfactory resolution has been achieved in relation to issues arising from this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

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## ATTACHMENTS



- Attachment 1: Code of Conduct for approved provider, nominated supervisor and all staff
- Attachment 2: Code of Conduct Acknowledgement for staff
- Attachment 3: Code of Conduct for parents/guardians, students, contractors and volunteers
- Attachment 4: Code of Conduct Acknowledgement for parents/guardians, students, contractors and volunteers
- **ATTACHMENT 5. CODE OF CONDUCT FOR STUDENTS, VOLUNTEERS, CONTRACTORS, VISITORS AND OTHER ALLIED HEALTH PROFESSIONALS**
- **ATTACHMENT 6. CODE OF CONDUCT POLICY ACKNOWLEDGEMENT FOR STUDENTS, VOLUNTEERS, CONTRACTORS, VOLUNTEERS AND OTHER ALLIED HEALTH PROFESSIONALS**
- **ATTACHMENT 7. CODE OF CONDUCT FOR VISITORS ON SPECIAL KINDER DAYS**
- **ATTACHMENT 8. CODE OF CONDUCT POLICY ACKNOWLEDGEMENT VISITORS ON SPECIAL KINDER DAYS**



## AUTHORISATION

This policy was adopted by the approved provider of Eltham Woods Preschool on 19/9/2025

**REVIEW DATE:** October 2028



## ATTACHMENT 1. CODE OF CONDUCT FOR THE APPROVED PROVIDER, PERSONS WITH MANAGEMENT AND CONTROL, NOMINATED SUPERVISOR, PERSON IN DAY-TO-DAY CHARGE AND ALL STAFF

This attachment was informed by the Victorian Institute of Teaching's *the Victorian Teaching Profession Code of Conduct* and *A Guide for Creating a Child Safe Organisation*, available from the Commission for Children and Young People (*refer to Sources*).

The approved provider, persons with management and control, nominated supervisor and all staff at Eltham Woods Preschool are responsible for promoting the safety and wellbeing of children and their families by:

- welcoming all children and their families and being inclusive
- treating everyone with respect, including listening to and valuing their ideas and opinions
- contributing to a culture of child safety
- adhering to the *Child Safe Environment policy* and all other policies
- taking all reasonable steps to protect children from abuse
- meeting our professional responsibilities in documenting and reporting any forms of abuse.
- respecting the privacy of children and their families, and only disclosing information to people who have a need to know as required under the *Privacy and Confidentiality policy*
- reporting and acting on any breaches of this *Code of Conduct*, complaints or concerns.
- acknowledging the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and having zero tolerance of discrimination

### Professional responsibilities

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

- 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 and within the limits of our professional expertise
- understanding and complying with legal obligations in relation to:
  - discrimination, harassment and vilification
  - negligence
  - grooming
  - disclosure of child sexual abuse
  - protection of a child from child sexual abuse
  - mandatory reporting
  - 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.
- raising any complaints or grievances in accordance with the *Compliments and Complaints policy*.

### Empowering Positive Relationships with children

The approved provider, persons with management and control, nominated supervisor and all staff at Eltham Woods Preschool demonstrate our commitment to high-quality education and care for children by:

- 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 privacy for a children when needing to be changed undressed or toileted that has appropriate supervision whilst respecting the child's privacy.

- providing opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members and volunteers at the service
- regarding all children equally, and with respect and dignity
- having regard to their cultural values and supporting them to express their culture
- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service
- 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*.
- Regularly reviewing professional development to support positive behaviour strategies.

Examples of Acceptable behaviours:

- Assisting to develop sports / dance skills
- Treating an injury
- Preventing an injury
- Showering or toileting a child who needs support.
- Provide opportunities for privacy when changing if child is needing this and staffing permits.

Examples of unacceptable behaviours, (list is not exhaustive)

- Unwarranted / unwanted touching of body parts
- Corporal punishment / Smacking / or any form of Physical discipline eg: hitting, punching, striking, slapping
- Initiating permitting or requesting unacceptable physical contact with a child or young person such as massages or kisses. Pressuring a child to have unnecessary physical touching.
- Undertaking a task of a personal nature for a child if they can do it for themselves – dressing, changing clothes feeding, personal grooming or toileting.
- Grooming with intent to abuse.
- Ignoring or disregarding any concerns, suspicions or disclosures of child abuse.
- Using hurtful, discriminatory or offensive behaviour / language with child
- Using unacceptable language or telling unacceptable stories or jokes in front of children
- Dragging or pushing a child
- Threatening to hurt a child through words or gestures
- Teasing, yelling, bullying, persistent criticism, persistent rejection
- Refusing to acknowledge a child's worth and the legitimacy of their needs
- Failing to adequately supervise, resulting in harm
- Depriving a child of food or drink, clothing or critical medical attention
- Seclusion or other types of restrictive practices
- Making excessive demands of a child

### **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:

- 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 behaviours 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
- remaining calm, using positive, non-offensive language
- listening carefully and addressing issues with a positive and helpful attitude.
- 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.
- Working as a team, despite differences, to ensure the needs of the child and their family remain the paramount focus.

Examples of Unacceptable Behaviours:

- Passive aggressive, Ignoring, Isolating or Dismissing others
- Using Offensive language – swearing, racial, cultural, homophobic, or sexist slurs.
- Being abusive or intimidating , yelling moving into another person's personal space, finger pointing, talking over the top of others.
- Making excessive demands of colleagues
- Bullying:

Making physical or psychological threats to harm another person.

## ATTACHMENT 2. CODE OF CONDUCT POLICY ACKNOWLEDGEMENT FOR APPROVED PROVIDER, PERSONS WITH MANAGEMENT AND CONTROL, NOMINATED SUPERVISOR, PERSON IN DAY-TO-DAY CHARGE AND ALL STAFF

I hereby acknowledge that on [Insert Date], I received a copy of the *Code of Conduct policy* for Eltham Woods Preschool.

I have read the policy and I understand its contents.

I commit to abiding by the *Code of Conduct* and fulfilling my responsibilities as outlined in this policy whilst working at Eltham Woods Preschool.

I understand that the approved provider will address any breach of this policy, and that any serious breach could lead to disciplinary or legal action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

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

### ATTACHMENT 3. CODE OF CONDUCT FOR PARENTS/GUARDIANS, STUDENTS, VOLUNTEERS, CONTRACTORS AND VISITORS

I commit to contributing to creating an environment at Eltham Woods Preschool that:

- respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- maintains a duty of care (*refer to Definitions*) towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

#### Relationships with children

In my relationships with children, I commit to:

- being a positive role model at all times
- 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
- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity
- having regard to each child's cultural values
- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service.
- Signing myself in and out
- Never be alone with a child or group of children at any time. Be within supervised area children are located.
- Report any concerns regarding the safety or wellbeing of a child to a member of the preschool leadership team.
- Provide experiences that are play focused and reflect our service philosophy.  
<https://elthamwoods.kindergarten.vic.gov.au/preschool-programs/philosophy/>
- Put my phone away. Do not take any photo of the children (if you need to take a call or message please step outside the kinder or into the kinder office).
- Not enter the bath room if a child is changing or going to the toilet

#### Relationships with the approved provider, persons with management and control, nominated supervisor, staff and others

In my relationships with the approved provider, nominated supervisor, staff, other parents/guardians, volunteers and visitors I commit to:

- reading and abiding by the *Code of Conduct policy*
- developing relationships based on mutual respect
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing our expertise and knowledge in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches
- remaining calm, using positive, non-offensive language
- listening carefully and addressing issues with a positive and helpful attitude.

- respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the *Privacy and Confidentiality policy*
- following the directions of staff at all times
- treating the early childhood environment with respect
- raising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently
- raising any complaints or grievances in accordance with the *Compliments and Complaints Policy*.
- Working as a team, despite differences, to ensure the needs of the child and their family remain the paramount focus.

### Unacceptable Behaviour

Unacceptable behaviours will not be tolerated under any circumstances and include, but are not limited to:

- Passive aggressive, Ignoring, Isolating or Dismissing others
- Using Offensive language – swearing, racial, cultural, homophobic, or sexist slurs.
- Being abusive or intimidating , yelling moving into another person's personal space, finger pointing, talking over the top of others.
- Bullying:

Making physical or psychological threats to harm another person.

- **Physical violence** such as hitting, pushing, shaking, or physically intimidating a child.
- **Initiating, permitting, or requesting unacceptable physical contact** with a child or young person such as massages, hugs, or kisses. Pressuring a child to have unnecessary physical touching.
- **Sexual offences and misconduct**, including inappropriate touching, grooming behaviours, suggestive language, or any other actions of a sexual nature toward a child.
- **Emotional or psychological harm**, such as yelling, belittling, threatening, shaming, or isolating a child.
- **Neglect**, such as failing to meet a child's basic physical or emotional needs or failing to act when a child is in need of help or protection.

Engaging in any of the above behaviours will result in immediate removal from the preschool premises and may be reported to the relevant authorities.

### ATTACHMENT 4. CODE OF CONDUCT POLICY ACKNOWLEDGEMENT FOR PARENTS/GUARDIANS, STUDENTS, CONTRACTORS AND VOLUNTEERS

I hereby acknowledge that on [Insert Date], I received a copy of the *Code of Conduct policy* for Eltham Woods Preschool.

I have read this policy and understand its contents. I commit to abiding by the *Code of Conduct* and fulfilling my responsibilities as outlined in this policy whilst my child is attending Eltham Woods Preschool.

I agree to abide by the values, principles and practices set out within.

I understand that a breach of the *Code of Conduct* may lead to limitations being placed on my attendance at the service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

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



## ATTACHMENT 5. CODE OF CONDUCT FOR STUDENTS, VOLUNTEERS, CONTRACTORS, VISITORS AND OTHER ALLIED HEALTH PROFESSIONALS

### Our Commitment to Child Safety

At **Eltham Woods Preschool**, we are committed to providing a safe, supportive, and nurturing environment for every child. The wellbeing of children in our care is our highest priority. We expect all individuals on our premises—including contractors, volunteers, students, and visitors—to uphold the values of respect, responsibility, integrity, and child safety at all times.

### Your Role and Responsibilities

All contractors, volunteers, students, and visitors must:

- Treat all children, staff, and community members with respect, kindness, and courtesy.
- Act as positive role models in all interactions.
- Follow all directions given by staff, especially those related to supervision, safety, and emergency procedures.
- Sign in and out at reception and wear any company identification if available while on the premises.
- Never be alone with a child or group of children at any time. Be within supervised area children are located.
- Report any concerns regarding the safety or wellbeing of a child to a member of the preschool leadership team or designated child safety officer immediately.
- Provide experiences that are play focused and reflect our service philosophy.  
<https://elthamwoods.kindergarten.vic.gov.au/preschool-programs/philosophy/>
- Put your phone away. Do not take any photo of the children, if you need to take a call or message please step outside the kinder.
- Not enter the bath room if a child is changing or going to the toilet

### Unacceptable Behaviour

Unacceptable behaviours will not be tolerated under any circumstances and include, but are not limited to:

- **Physical violence** such as hitting, pushing, shaking, or physically intimidating a child.
- **Initiating, permitting, or requesting unacceptable physical contact** with a child or young person such as massages, hugs, or kisses. Pressuring a child to have unnecessary physical touching.
- **Sexual offences and misconduct**, including inappropriate touching, grooming behaviours, suggestive language, or any other actions of a sexual nature toward a child.
- **Emotional or psychological harm**, such as yelling, belittling, threatening, shaming, or isolating a child.
- **Neglect**, such as failing to meet a child's basic physical or emotional needs or failing to act when a child is in need of help or protection.

Engaging in any of the above behaviours will result in immediate removal from the preschool premises and may be reported to the relevant authorities.

**ATTACHMENT 6. CODE OF CONDUCT POLICY ACKNOWLEDGEMENT FOR STUDENTS, VOLUNTEERS, CONTRACTORS, VOLUNTEERS AND OTHER ALLIED HEALTH PROFESSIONALS**

I hereby acknowledge that on \_\_\_\_\_, I received a copy of the *Code of Conduct policy* for Eltham Woods Preschool.

I have read this policy and understand its contents. I commit to abiding by the *Code of Conduct* and fulfilling my responsibilities as outlined in this policy whilst working with children at Eltham Woods Preschool.

I agree to abide by the values, principles and practices set out within.

I understand that a breach of the *Code of Conduct* may lead to limitations being placed on my attendance at the service.

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

WWCC number: \_\_\_\_\_ Cited and checked: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

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

## ATTACHMENT 7. CODE OF CONDUCT FOR VISITORS ON SPECIAL KINDER DAYS

### Our Commitment to Child Safety

At **Eltham Woods Preschool**, we are committed to providing a safe, supportive, and nurturing environment for every child. The wellbeing of children in our care is our highest priority. We expect all individuals on our premises—including contractors, volunteers, students, and visitors—to uphold the values of respect, responsibility, integrity, and child safety at all times.

### Your Role and Responsibilities

All visitors must:

- Treat all children, staff, and community members with respect, kindness, and courtesy.
- Act as positive role models in all interactions.
- Follow all directions given by staff, especially those related to supervision, safety, and emergency procedures.
- Sign themselves in and out
- Never be alone with a child or group of children at any time. Be within supervised area children are located.
- Report any concerns regarding the safety or wellbeing of a child to a member of the preschool leadership team.
- Provide experiences that are play focused and reflect our service philosophy.  
<https://elthamwoods.kindergarten.vic.gov.au/preschool-programs/philosophy/>
- Put your phone away. Do not take any photo of the children, if you need to take a call or message please step outside the kinder or into the kinder office.
- Not enter the bath room if a child is changing or going to the toilet

### Unacceptable Behaviour

Unacceptable behaviours will not be tolerated under any circumstances and include, but are not limited to:

- **Physical violence** such as hitting, pushing, shaking, or physically intimidating a child.
- **Initiating, permitting, or requesting unacceptable physical contact** with a child or young person such as massages, hugs, or kisses. Pressuring a child to have unnecessary physical touching.
- **Sexual offences and misconduct**, including inappropriate touching, grooming behaviours, suggestive language, or any other actions of a sexual nature toward a child.
- **Emotional or psychological harm**, such as yelling, belittling, threatening, shaming, or isolating a child.
- **Neglect**, such as failing to meet a child's basic physical or emotional needs or failing to act when a child is in need of help or protection.

Engaging in any of the above behaviours will result in immediate removal from the preschool premises and may be reported to the relevant authorities.

#### ATTACHMENT 8. CODE OF CONDUCT POLICY ACKNOWLEDGEMENT VISITORS ON SPECIAL KINDER DAYS

I hereby acknowledge that on \_\_\_\_\_, I received a copy of the *Code of Conduct policy* for Eltham Woods Preschool.

I have read this policy and understand its contents. I commit to abiding by the *Code of Conduct* and fulfilling my responsibilities as outlined in this policy whilst working with children at Eltham Woods Preschool.

I agree to abide by the values, principles and practices set out within.

I understand that a breach of the *Code of Conduct* may lead to limitations being placed on my attendance at the service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
relationship to child

\_\_\_\_\_  
Date

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