



## Code of Conduct Policy

Authorisation	DSCC Management Committee
Review Date	1/5/2022
Approved Date	26/4/2022
Relevant Documents	Grievance Policy, Workplace Behaviours Policy and Disciplinary Policy, Employee Dress code and Hygiene Policy

### Purpose

The purpose of this policy is to:

- provide an outline of behavioural principles, expectations and ideals for desirable and appropriate behaviour expected of all employees; and
- outline the duty of Dawson Street Children's Co-operative (DSCC) to provide a workplace where all employees, Management Committee members, parents, educators, children and visitors are treated with dignity, courtesy and respect in all aspects of their involvement with DSCC.

### Centre values

DSCC is a place of learning for young children and therefore the rights of the child will be considered first and foremost. This Centre is committed to:

- the wellbeing of each child having fundamental importance
- providing, as far as practicable, a safe and secure environment
- providing, as far as practicable, a safe workplace for employees that is free from discrimination, bullying, sexual harassment, victimisation and workplace bullying
- providing an open, welcoming environment where everyone's contribution is valued and respected, and every person involved with the Centre is treated with dignity and courtesy.

### Scope

This policy applies to all employees, Management Committee members, parents, students, contractors and volunteers of DSCC at all times without exception.

### Policy

All employees must abide by the Code of Conduct Policy. Employees are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children. These standards apply to online behaviour, including social networking sites, video and photo sharing websites, blogging sites and online forums and discussions boards.

Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code of Conduct Policy, whilst following correct reporting procedures, will not be

disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

### **Expected Standards**

DSCC employees must at all times:

- treat every person associated with the DSCC fairly, courteously, impartially and with respect.
- comply with all policies and procedures of the centre. This includes the Centre's Privacy and Confidentiality Policy. Employees should respect the confidential nature of information gained, or behaviour observed, whilst working at DSCC, in relation to children and adults.
- always act in the best interests of children, their families and users of the Centre.
- work in a cooperative and positive manner.
- acknowledge (without discrimination) and respect the cultural and linguistic diversity, cultural practices and beliefs that their colleagues, parents and children bring to the DSCC.
- provide safe care and a friendly environment, while fostering quality relationships, which enhance children's development within a caring community.
- support families, while protecting and respecting their rights to care for and make decisions about their children.
- refrain from actions and behaviour that constitute discrimination, harassment, sexual harassment, bullying and victimisation. Employees must not engage in unlawful activity at work.
- not engage in physical abuse of any person or corporal punishment.
- not engage in intimidatory behaviour. Employees must not treat any person, particularly children, in a frightening, threatening or demeaning manner.
- comply with all legislative obligations.

### **Other expectations**

#### **Children and Families**

All employees must create an environment for children in which they are treated with dignity and respect. The children's basic needs must be met at all times and they should be given opportunities to develop intellectual, social, physical and creative abilities to the fullest potential. Children should feel safe physically, emotionally and psychologically and be cared for by a responsive provider. Employees should have a commitment to meeting the needs of the individual child in the context of their family and culture and acknowledge the influences the family has on the child.

All employees must recognise the rights of parents and guardians to have their children's needs met, to be consulted with and participate in reciprocal decision making about the care and wellbeing of their child and the management of the service. Employees should provide guidance to parents/guardians and volunteers through positive role modelling and, when appropriate, clear and respectful directions. Employees should also provide general feedback to parents and guardians on their children's development and progress, handle all complaints effectively and resolve conflict quickly without bias or discrimination.

Employees must ensure that parents/guardians on duty, or other adults participating in the program, are not placed in a situation where they are left alone with a child.

### **Team environment**

Employees should work with their colleagues to maintain and improve the standard of service provided at DSCC. Employees should work to build an atmosphere of trust and respect by encouraging openness and tolerance between colleagues, accepting their right to hold different points of view, using constructive methods of conflict resolution, and maintaining appropriate confidentiality. Employees should work with colleagues, the Management Committee and parents/guardians to provide an environment that encourages positive interactions and supports constructive feedback.

### **Attendance**

All employees are required to attend work on time, go on their lunch breaks during the appropriate times, complete their tasks in a timely manner and to work until the scheduled end of day.

Employees must advise their Director prior to their start time if they will be late or will be absent from work. Employees who are absent from work must notify their Director each morning of the day of their absence of the reasons for their absence and their expected date of return.

### **Drugs and Alcohol**

Drugs and alcohol are considered a serious misconduct and are not allowed to be brought on the premises of DSCC nor should an employee be under the influence of drugs or alcohol whilst working. If an employee is suspected to be under the influence they will be suspended whilst an investigation takes place.

### **Dress code and Hygiene**

Employees are expected to comply with the Employee Dress code and Hygiene Policy.

### **Arguments and Noise**

Employees must ensure that all discussions outside work related matters are done away from children and during their own time. Employees should not yell or argue in front of children or families.

### **Aggressive and Abusive Language**

Employees should use courteous and acceptable verbal and non-verbal language. Employees must refrain from the use of profane, insulting, harassing, aggressive, abusive, threatening or otherwise offensive language whilst working at DSCC.

### **Company Property**

Employees are responsible for protecting any Company Property that is provided to them. Employees should ensure that they safeguard Company Property from loss, theft or

damage. Employees are not allowed to misuse Company Property nor should they use it inappropriately.

### **Safety Procedures**

Employees are required to work safely and observe all safety procedures. Employees must not engage in any wilful or deliberate conduct that would cause serious and imminent risk to the health and safety of themselves or any other person or child.

### **Smoke Free Workplace**

Smoking on the premises of DSCC is strictly prohibited.

### **Performance of Duties**

Employees must follow and carry out all reasonable and lawful directions provided by the Director and/or Assistant Director. Employees must apply themselves diligently to work during their working hours. Employees must not deliberately or carelessly do anything that will result in providing poor quality care to a child.

### **Prevention of Fraud and Theft**

Fraudulent activities, including dishonest actions that cause actual or potential financial loss or an unjust advantage must be prevented. This includes:

- Theft of money or Company property
- Deliberately falsifying, concealing or destroying documents
- Acts of bribery

### **Respect in the Workplace**

All employees are expected to act in a fair and respectful manner, where diversity is valued. Unlawful discrimination, rude remarks, bullying or harassment is considered unacceptable and deemed as serious misconduct.

### **Child Safety**

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

- taking all reasonable steps to protect children from abuse
- 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
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- reporting any allegations of child abuse or safety concerns to the Director or a member of the leadership team, and ensuring any allegation is reported to the police or child protection

- if an allegation of child abuse is made, ensuring as quickly as possible that the children 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.

Employees must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical
- 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)
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, gender, race, ethnicity or disability
- have any online contact with a child or their family (unless necessary, for example providing families with newsletters)
- ignore or disregard any suspected or disclosed child abuse

### **Breach of Policy**

By observing these standards, you acknowledge your responsibility to immediately report any breach of this Code of Conduct Policy to the Director and/or the Management Committee. Please note, if you believe a child is at immediate risk of abuse, please phone 000 immediately.

Should you be in breach of this policy, you may be subject to disciplinary actions which may include the termination of your employment.

### **Policy Review**

This policy will be regularly reviewed by Dawson Street Children's Co-operative and any necessary changes will be implemented by the Management Committee.