

CODE OF CONDUCT POLICY

We believe in maintaining an inclusive and welcoming environment and workplace that motivates and facilitates personal growth and development for staff and educators. The values that underpin our work ethic include equality, respect, integrity, and responsibility.

Activity Centres Inc (ACI) is committed to adhere to the Early Childhood Australia (ECA) Code of Ethics (2016) which is based on the principles of the United Nations Convention on the Rights of the Child (1991) and provides a framework for the reflection about the ethical responsibilities of early childhood professionals.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration
S.5AA	Meaning of inappropriate conduct
S. 162A	Child protection training

S. 162B	Child safety training
S. 165	Offence to inadequately supervise children
S.165A	Offence relating to children leaving the education and care service premises unauthorised
S. 166A	Offence to subject child to inappropriate conduct Offences relating to inappropriate conduct
S. 167	Offence relating to protection of children from harm and hazards
S. 174AA	Educators and other staff members of education and care service to notify certain information
Part 6A	Devices in education and care services
S. 188A	Offence to give false or misleading information to approved provider about prohibition notice False or misleading information about certain notices
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
83	Staff members and family day care educators not to be affected by alcohol or drugs
84	Awareness of child protection law
155	Interactions with children
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

RELATED POLICIES

Anti-Bullying Policy (Children) Anti-Bullying Policy (Workplace) Behaviour Guidance Policy Child Protection Policy Child Safe Environment Policy Child Safety and Wellbeing Policy Conditions of Employment Policy Disciplinary Action Policy Grievance and Complaints Management Policy Interactions with Children, Family and Staff Policy Privacy Policy	Maintenance of Records Policy Recruitment Policy Staff Training Policy Maintenance of records Policy Responsible Person Policy Safe Use of Digital Technologies and Online Environments Policy Social Media Policy Staffing Policy Tobacco, Drug and Alcohol Policy Work Health and Safety Policy
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RELATED POLICIES

RELATED CHILD SAFE STANDARDS	
1	Child Safety is embedded in organisational leadership, governance and culture.
2	Children participate in decisions affecting them and are taken seriously
3	Families and Communities are informed and involved
4	Equity is upheld and diverse needs are taken into account
5	People working with children are suitable and supported
6	Processes to respond to complaints of child abuse are child focused
7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8	Physical and online environments minimise the opportunity for abuse to occur
9	Implementation of Child Safe Standards is continuously reviewed and improved
10	Policies and Procedures document how the organisation is Child Safe

PURPOSE

We aim to establish a common understanding of workplace standards and ethics expected of all employees of ACI. We aim to ensure positive working relationships are formed between all educators and management, promoting dignity and respect by avoiding behaviour, which is or may be perceived as harassing, bullying or intimidating. Educators and Management will at all times conduct themselves in an ethical manner and strive to ensure that all interactions are positive and respectful and are in accordance with the Organisation's Philosophy.

ACI takes every reasonable effort to accommodate the diversity of all children, embedding the NSW Child Safe Standards into our operations. We are committed to the safety and wellbeing of children and young people.

We believe that children's safety, rights, and best interests are the paramount consideration for all Service operations, decisions and functions. Our Organisation ensures that child safety, wellbeing and best interests take priority over all other considerations, including financial interests or other obligations of management, and are embedded in our daily practices, policies and procedures.

We are committed to promoting a culture of safety and wellbeing of children and young people. We recognise the importance of and responsibility for, ensuring our Services provide a safe and supportive environment which respects and fosters the rights and wellbeing of children in our care. We are dedicated in promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability.

SCOPE

This policy applies to Management, the Approved Provider, Nominated Supervisor, Staff, Educators, Families, Children, Students, Volunteers and Visitors.

IMPLEMENTATION

The Approved Provider, Nominated Supervisor, Educators, Staff, Volunteers, and Students will adhere to the Early Childhood Australian Code of Ethics, Education and Care Services National Regulations and the National Quality Standard, NSW Child Safe Standards and Service policies and procedures at all times, promoting positive interactions both within the Service and the local community. Our Services adhere to and align with legislative requirements related to taking images or videos of children to ensure safe physical and online environments. (See *Safe Use of Digital Technologies and Online Environments Policy*.)

RESPECT FOR PEOPLE AND THE SERVICE

Employees, Educators, Staff, and Management

- Are committed to the Organisation's philosophy and values, including:
 - Best practice in early childhood education and care.
 - Best practice in school-age education and care.
 - Building positive partnerships with children, families, and colleagues.
- Must adhere to all policies and take all reasonable steps to protect children from abuse and harm.
- Understand that child safety is everyone's responsibility.
- Engage in effective, open, and respectful communication and feedback with children, families, and colleagues.
- Treat colleagues, children, and families with respect; bullying, insulting, or intimidating behaviour is unacceptable.
- Are committed to valuing and promoting the safety, health, and wellbeing of employees, volunteers, children, and families.
- Promote the safety, participation, and empowerment of:
 - Aboriginal and Torres Strait Islander children, supporting cultural expression and rights.
 - Children from culturally and/or linguistically diverse backgrounds.
 - Children with a disability.
- Respect the privacy of children and families by keeping child protection information confidential and only sharing it when required to promote child wellbeing or manage risk of family violence.
- Are committed to an Equal Opportunity workplace and culture, valuing the knowledge, experience, and professionalism of all employees, and respecting the diverse heritage of families and children.
- Listen and respond to children's views and concerns, particularly if they report abuse or express safety concerns.

All Persons (Employees, Educators, Staff, Management, Children, Visitors, and Families)

- Any behaviour that compromises the safety, health, or wellbeing of others is unacceptable and will not be tolerated.
- Inappropriate conduct, including bullying, sexual harassment, discrimination, and harassment, will not be tolerated.

Organisation Responsibilities

- Activity Centres Inc (ACI) has developed a Statement of Commitment to Child Safety to demonstrate a strong culture of child safety.
- ACI will conduct comprehensive probation and induction programs for all new employees, volunteers, and students, including:
 - Awareness of roles and responsibilities in relation to child safe practices.
 - Mandatory child safety and protection training, including reporting obligations.
- Policies and procedures will be developed to ensure all employees, educators, staff, students, visitors, and families are aware of expected standards of behaviour within the service.

EXPECTATIONS

EMPLOYEES, VISITORS AND VOLUNTEERS WILL:

- adhere to the *Code of Conduct Policy*
- ensure their Working with Children Check (WWCC) is valid and current.
- notify the Approved Provider, within 72 hours of any changes, or within 24 hours of becoming aware of any changes, to their WWCC status, changes to their teacher registration or fit and proper status (including show cause notice, suspension notice, supervision notice, disciplinary notices/orders or prohibition notices).
- ensure their work is carried out proficiently, harmoniously, and effectively.
- act in a professional and respectful manner at all times whilst at work.
- demonstrate and maintain professional boundaries that foster trust, dignity and mutual respect in their interactions with Children, Families, Colleagues and members of the Community.
- not be in the possession of a personal electronic device or personal storage and file transfer media that can take, store and transmit images or videos, when providing education and care and working directly with children.
- act honestly and exercise attentiveness in all Service operations.
- carry out all lawful directions, retaining the right to question any direction which they consider to be unethical. If uncertain they can seek advice from the Nominated Supervisor, Approved Provider or the Ombudsman.
- uphold the rights of children and always prioritise their needs.
- treat all children and young people with respect.
- promote the wellbeing and safety of children and take all reasonable steps to protect children from abuse.
- always provide adequate and active supervision of children.

- understand their legislative responsibility as Mandatory Reporters to report any allegation of child abuse, neglect or possible risk of harm to Management and/or Child Protection authority.
- understand their legislative responsibility to report any inappropriate action of any other employee that involves children or young people to management as part of the *Reportable Conduct Scheme*.
- participate in all mandatory training, including mandatory National Child Safety Training for the Early Childhood Education and Care Sector
- follow and comply with the Grievance and Complaints Management Policy when matters are raised regarding Child Safety and Wellbeing.
- have a solid understanding of the Service's policies and procedures NSW Child Safe Standards and the ECA Code of Ethics. If uncertain about the content of any policy or procedure with which they must comply, employees should seek clarification from the Nominated Supervisor or Approved Provider.
- work collaboratively with Colleagues and Management, Families and Members of the community with courtesy, respect and recognise and value diversity.
- be mindful of their duty of care towards themselves and others.
- be positive role models for children at all times.
- ensure compliance with a zero tolerance of racism within the Service.
- report any incidents or bullying, discrimination or harassment, including sexual harassment they have experienced or witnessed.
- not be under the influence of drugs or alcohol while working; bring alcohol or drugs onto the premises.
- not smoke or vape in or on surrounding areas of the Service [see *Tobacco, Drugs and Alcohol Policy*]
- respect the confidential nature of information gained about each child participating in the program
- engage in critical reflection to inform individual and collective decision making and ensure continual improvement, including a review of child safe policies and procedures.
- report to management and decline any bribe or gift, including money, received by a family that may influence or appear to influence a decision or action.
- report any instances of suspected corrupt conduct, mismanagement of government funds or other serious allegation to the Department of Education via their Online contact form. For more information visit the Department of Education website: Reporting fraud via a tip-off.

EMPLOYEES VISITORS AND VOLUNTEERS MUST NOT:

- use abusive, derogatory or offensive language.
- engage in conduct that is detrimental to the professional standing of our Organisation, is improper or unethical, is an abuse of power, or harasses, discriminates against, victimises, humiliates, intimidates, or threatens other Educators, Staff Members, Volunteers, or Visitors at the Organisation, either directly or indirectly via information

technology such as email, text or social media. Additionally, they must never support or encourage this behaviour in others.

- condone or participate in illegal, unsafe or abusive behaviour towards children, including physical, sexual or psychological abuse, ill-treatment, neglect or grooming.
- exaggerate or trivialise child abuse issues.
- fail to report information to the relevant persons under child protection law if they know a child has been abused.
- engage in unwarranted and inappropriate touching involving a child.
- persistently criticise and/or denigrate a child.
- verbally assault a child or create a climate of fear.
- encourage a child to communicate with an adult in a private setting.
- share details of sexual experiences with a child.
- use sexual language or gestures in the presence of children.
- discriminate against any child, because of culture, race, ethnicity or disability.
- put children at risk of abuse- refusing food/play, making threats, exposing children to inappropriate language or material (movies, internet, photos).
- show preferential behaviour towards any child.
- accept an offer of money, regardless of the amount.
- seek or accept a bribe.
- acquire personal profit or advantage because of their position (e.g., through the use of Service information).
- exchange any property of the Service for own use unless properly authorised.
- approach other employees, managers or visitors directly on individual matters that are irrelevant to them.
- exchange large gifts or money to, or from, an individual child or family that may be seen as favouritism.
- engage in any action in breach of our Grievance and Complaints Management Policy, including but not limited to disclosure of confidential Service or customer information, or the improper or illegal use of that confidential information. Authorised persons will only access confidential information for the purpose intended.
- engage in or support any action in breach of Organisation policies and/or procedures.

EXPECTATIONS OF LEADERS AND MANAGEMENT

In addition to the above responsibilities, leaders and management are expected to:

- model child safe values in daily practices and decision-making.
- monitor and review compliance with National Child Safe Principles NSW Child Safe Standards mandatory reporting, National Law and Regulations.
- promote a collaborative and interconnected workplace by developing a positive working environment where all Employees can contribute to the ongoing continuous improvement of the Service.

- promote leadership by working with employees and providing opportunities for professional development and growth.
- provide flexible opportunities to ensure all employees can participate in staff meetings and professional development
- promote open and effective communication with all staff regarding Right to Disconnect provisions under Fair Work Act- including out of hours emergency contact and expectations of staff
- provide ongoing support and feedback to employees.
- keep employees informed about essential information and any relevant changes and make all documents readily accessible to them.
- ensure copies of the ECA Code of Ethics and NSW Child Safety Standards are available to staff and families
- model professional behaviour at all times whilst at the Service.
- implement supportive and effective communication systems, consulting employees in appropriate decision making.
- take appropriate action if a breach of the code of conduct occurs.
- share skills and knowledge with employees
- give encouragement and constructive feedback to employees, respecting the value of different professional approaches
- follow recruitment policies and procedures to ensure all potential candidates undergo appropriate background checks, including WWCC
- model and provide guidance to educators and staff to ensure compliance with a zero tolerance of child abuse, racism and bullying.

PARENTS, GUARDIANS AND FAMILIES WILL

- Adhere to the Code of Conduct Policy
- Conduct themselves in a respectful manner at all times whilst on site at our Services.
- Work Collaboratively with Educators in the best interest and safety of the children.
- Abide by all Organisational Policies and Procedures and directions of educators.
- ensure compliance with a zero tolerance of racism within the Services.
- report any incidents or bullying, discrimination or harassment, including sexual harassment they have experienced or witnessed.
- Approach Educators to discuss any concerns or questions they may have regarding the service in a calm, respectful and non-threatening way.
- Address any issues between their child and another at the service with Educators and not approach the other child.
- Handle any complaints and grievances according to the relevant Policy guidelines

PARENTS, GUARDIANS AND FAMILIES WILL NOT

- use abusive, derogatory or offensive language.
- Approach any child or Educator and verbally assault, threaten or create a climate of fear.
- Use a personal device within service grounds that can take, store and transmit photos.
- be under the influence of drugs or alcohol while working; bring alcohol or drugs onto the premises.
- smoke or vape in surrounding areas or on Service grounds [see *Tobacco, Drugs and Alcohol Policy*]

REPORTING A BREACH IN THE CODE OF CONDUCT

ACI aims to foster a culture of transparency and accountability while supporting employees, Visitors, Volunteers, Families and Children to report any reasonable suspicion of reportable matters of improper, illegal or misconduct within the Services to management including, but not limited to:

- breaches of the code of conduct or other Service policies
- breaches of Education and Care Services National Law or Regulations
- breaches of legislation or law
- criminal activity
- corruption
- conduct that poses a danger or harm to any person/s
- harassment or discrimination
- improper or misleading financial practices

Raising any concern, or breach of the Code of Conduct is a professional responsibility. Reports must be made in writing. ACI will implement protective practices to ensure that, where applicable, employees' identity is not compromised or disclosed following a report of a reportable matter. All reports will be handled professionally and confidentially including storage of documents ensuring access is restricted to authorised personnel only. Once a report has been made the matter will be investigated through a formal investigation.

REPORTING RESPONSIBILITIES

- as mandatory reporters, all employees, students and volunteers must report possible risk of harm to children or young persons to management and/or Child Protection authority, police (see *Child Protection Policy*)
- the Approved Provider/management will report any allegations or child related misconduct as per their legislative requirements (this may include reporting the matter to the Police, Department of Communities and Justice and the Office of the Children's Guardian in NSW).
- Employees, visitors, and families will report any concerns they may have about inappropriate actions of any individual on service grounds, including actions of employees, visitors and families.

- if employees, visitors, and families become aware of a serious crime committed by an employee, they are required to report it to management.
- all prospective employees are required to complete a prohibition notice declaration form to acknowledge they do not hold any prohibition notices that would prevent them from working with children
- employees are required to notify management immediately of any enforcement actions issued to them during their course of employment

MANAGING CONFLICT IN THE WORKPLACE

MANAGEMENT WILL:

- adhere to Grievance and Complaints Management Policy.
- remain objective and impartial when managing conflict in the workplace.
- be responsive and address a possible breach of the code of conduct by any employee visitors, and family member as soon as they become aware of the breach.
- investigate all allegations which may result in remedial action, or disciplinary action ranging from a caution to dismissal, or potentially banning a family member or visitor from coming onto service grounds.
- consider all relevant facts and make decisions or take actions fairly, ethically, consistently, and with transparency.

If they are uncertain about the appropriateness of a decision or action they will consider:

- whether the decision or conduct is lawful
- whether the decision or conduct is consistent with Service policies and objectives
- whether there will be an actual, potential, or perceived conflict of interest involving obligations that could influence the business relationship or conflict with business duties

BABYSITTING

- ACI does not provide in home babysitting services.
- Should employees undertake private babysitting arrangements with families, ACI takes no responsibility for any private arrangements between staff members and the family. However, we do expect staff to inform the Nominated Supervisor/Management if they are babysitting or caring for a child that attends the Service.
- Should employees undertake private babysitting arrangements we require employees and families to sign a copy of the Code of Conduct and complete a '*Out of Hours Babysitting Agreement Waiver*' which will be kept in the child and staff member's file
- All staff are bound by contract to the Service's *Privacy and Confidentiality Policy*, where they are unable to discuss any issues regarding the Service, other staff members, parents/families, or other children.
- educators must understand that an incident whilst babysitting could have an impact on their suitability to work at ACI

- ACI will not be held accountable for any health and safety issues that may arise within the private arrangement being made
- educators will ensure favouritism does not result in external relationships with children and families outside of the Service

RECORD KEEPING

- Employees and Management will maintain full, accurate, and honest records as required by Education and Care Services National regulations.
- The Approved Provider has a responsibility to ensure that employees comply with their record keeping obligation outlined in the Maintenance of Records Policy.
- Employees must not destroy records without permission from management
- Records must be retained and stored securely as per our Maintenance of Records Policy.

DUTY OF CARE

- Duty of Care refers to the legal obligation of the approved provider, nominated supervisors and educators to take all reasonable steps to protect children from harm, injury, infection and hazards, ensuring their overall health, safety and wellbeing are maintained at all times.
- This obligation includes providing adequate supervision, a safe environment and appropriate responses to incidents, all in line with the requirements of the National Quality Framework
- All staff and educators have a responsibility to take reasonable care for the health and safety of themselves and others at the workplace to enable compliance with the work health and safety legislation outlined in the *Work Health and Safety Policy*
- Duty of Care relates to both physical and psychological wellbeing of individuals

APPROPRIATE USE OF COMMUNICATION AND SOCIAL NETWORKING SITES (SOCIAL MEDIA)

- As a Child Safe Organisation, ACI has the responsibility to ensure children and educators are protected from harm when they engage in with digital technology including social media.
- Strict guidelines for the use of social media are outlined in our *Social Media Policy*
- The Organisation offers its current families and staff members a Facebook page as a communication tool. The administrator of the account is the Nominated Supervisor
- The administrator controls the content on the page and ensures that the postings are relevant and respectful of the Service, the children, the staff, families, and greater community.
- Staff members are not permitted to post any negative comments relating to the Service, children, colleagues, or families on any personal social media account

- If they choose to 'like' the Service's page they have a responsibility to ensure that their profile picture is an appropriate representation of an educator. If it is not, we request that they do not 'like' the page.
- Staff members are to use their own personal discretion when adding a family of the Service as a 'friend' on any social media platform (e.g. Facebook, snapchat etc). The Service does not recommend staff to add families as they will be seen still as a representative of the Organisation and held to the Code of Conduct on all posts on their private social media if families have access.
- Families are asked in our *social media Policy* to respect that staff may have a personal policy on adding families due to their professional philosophy and that the Service does not recommend staff to have families as friends on their private account.
- Staff Members will not be 'friends' with any children who attend or have attended the service and still under the age of 18, unless there is an established family/personal relationship (e.g. the child is the staff members child, niece, nephew, god child etc). This relationship should be disclosed to the organisation on enrolment.
- ACI strongly encourages all staff members to have their social media accounts set to private, limiting who has access to the content. All public posts that families and children may gain access to will be held to this Code of Conduct as a representative of the Organisation.

ELECTRONIC DEVICE EXPECTATIONS

We are mindful that educators have a duty of care to ensure children are protected from potential risk of harm. It is imperative that all employees of the Organisation provide children with their full attention, ensuring supervision is maintained and remains on the children.

Our Organisation adheres to and aligns with legislative requirements for taking images or videos of children.

- only service supplied or issued devices are to be used when taking images or video of children.
- personal electronic devices that can take images or videos (such as tablets, phones, digital cameras, smart watches) and personal storage and file transfer media (such as SD cards, USB drives, hard drives and cloud storage) must not be in the possession of any person while providing education and care and working directly with children.
- authorisation is only provided for a staff member or educator to use a personal electronic device for essential purposes (personal health requirement, disability, family necessity, local emergency event, technology failure) Exemptions or prescribed circumstances need to be provided for in writing by the approved provider. Exemptions for prescribed circumstances must be reviewed every 3 months.
- a register of all electronic devices purchased for and used within the Service is developed and maintained by the Approved Provider/Nominated Supervisor.
- strict protocols are implemented for appropriate storage and retention of images and videos of children.

PERSONAL PHONE CALLS/MOBILE PHONES/SMART WATCHES

- employees or staff are not authorised to use the Service's phones for personal reasons unless in the case of an emergency or with permission from management.
- if, for personal reasons an employee needs to remain contactable from someone outside the service they should ensure that the situation is explained to management and that the service's primary contact details are passed on to the persons/family outside the Service.
- personal electronic devices can only be accessed by staff/educators when they are not working directly with children or providing education and care- taking a scheduled break, during planning time or administrative activities.

SERVICE EMAIL

- Email is to be used only for company usage, not for private communications.
- Passwords and access privileges are strictly confidential and to be used only by the educator issued with that access, or persons delegated to know and use that access in the normal course of operation.
- It is the responsibility of the authorised user to take fair and reasonable steps to ensure the passwords and other forms of access are held safe.

USE OF ALCOHOL, DRUGS, VAPING AND TOBACCO

- Smoking or vaping is NOT permitted in or on surrounding areas of ACI Services.
- Educators, staff, visitors and volunteers must not carry or use vaping substances or vaping devices on the Service premises while education and care is provided to children.
- It is expected that the odour of cigarette smoke will not be detected on an employee's clothing. If an employee is found smoking/vaping on the premises, that employee's employment may be terminated. Our Organisation supports the Smoke Free Environment Act 2000. Our Organisation and its employees will follow all conditions outlined in this act.
- Our Organisation is bound by the Education and Care Services National Regulations. Alcohol, drugs, or other substance abuse by employees can have serious adverse effects on their own health and the safety of others. As such, all employees must not:
 - consume alcohol nor be under the influence of alcohol while working
 - use or possess illegal drugs at any workplace
 - drive a vehicle, having consumed alcohol or suffering from the effects of illegal substances, or
 - bring alcohol or any illegal drugs onto the premises.
- If a co-worker suspects a colleague to be affected by drugs or alcohol or observes them vaping or smoking on the premises or surrounding areas, they must inform the nominated supervisor immediately. No employee will be allowed to work under the influence of drugs or alcohol. (See: *Tobacco, Drugs and Alcohol Policy*)

- Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this to the [Nominated Supervisor](#). Consideration will be given as to whether the particular medication affects the person's capacity to provide education and care to children.
- All issues pertaining to these matters shall be kept strictly confidential. A breach of this policy may initiate appropriate action including the termination of employment.

BREACH OF THE CODE OF CONDUCT

All employees are aware that any breaches to the Code of Conduct and roles and responsibilities may result in disciplinary action which can lead to performance management or termination of employment.

Parents, Guardians and Visitors are aware that failure to comply with the Code of conduct may result in a ban from entering the service grounds, or in some circumstances cancellation of a child's place at the service.

Visitors and Volunteers are made aware that failure to comply with the Code of Conduct may result in them not being able to engage with the service and a ban from entering service grounds.

SOURCES

Australian Children's Education & Care Quality Authority. (2026). [Guide to the National Quality Framework](#)

Australian Children's Education & Care Quality Authority. (2024). [National Model Code for Early Childhood Education and Care.](#)

Anti-Discrimination Act: See <https://raisingchildren.net.au/disability/disability-rights-the-law/law/anti-discrimination-laws> for Acts for specific Australian states and territories.

Australian Human Rights Commission [Children's rights](#)

Australian Government. Fair Work Ombudsman. (2024). [Hiring employees](#)

[Children \(Education and Care Services\) National Law \(NSW\)](#)

Early Childhood Australia Code of Ethics. (2016).

[Education and Care Services National Law Act 2010.](#)

[Education and Care Services National Regulations.](#) (Amended 2025)

Government of South Australia Human Services [Child safe environments](#)

National Principles for Child Safe Organisations

NSW Government [Office of the Children's Guardian](#) *Code of Conduct- a guide to developing child safe Codes of Conduct.* (2020). *Ombudsman Act 2001* (Cth).

Privacy and Personal Information Protection Act 1998 (Cth).

Victoria State Government. (2021). Family Violence Multi-Agency Risk Assessment and Management Framework.

Victoria State Government. (2022). Families, Fairness and Housing. Resources for Child Safe Standards

Work Health and Safety Act 2011 (Cth).

Workplace Relations Act 1996 (Cth).

REVIEW

POLICY REVIEWED BY	Jessie McCulloch, Rachael Bajo & Natasha Foenander	Role: Head office	Date: March 2026
ENDORSED BY 2 PARENT COMMITTEE MEMBERS (initial/date)	H.C & G.M (18.3.26)	UPDATES/MODIFICATIONS	-Moved to Childcare desktop Policy -Added conduct for families/visitors -Added Babysitting waiver
NEXT REVIEW DATE: March 2027			