

Policy Statement

Activity Centres Incorporated expects that all Staff, volunteers and students conduct themselves in such a way that is professional and in accordance with the Philosophy and goals of the Service. Staff, volunteers and students are expected to actively demonstrate a positive attitude towards their work, the Service and the Service's families. ACI requires that all Staff, volunteers and students abide by the Code of Conduct at all times during their interaction with children, families, community members, Management and other Staff.

Members of ACI Management Committee will abide by the ACI Management Committee – Code of Conduct.

Procedures

Staff, Volunteers, Students

- ✓ Code of Conduct applies to Staff, volunteers, visitors and students who are representing the Organisation.
- ✓ Code of Conduct applies whenever an individual is identified as a representative of ACI, including but not limited to, dealing with children, families, fellow employees, Regulatory Authority, Government Department officials, suppliers and in social media.
- ✓ Failure to comply with the principles of the code will be considered a breach of ACI Policy, and may trigger an investigation, where necessary and appropriate. Breaches of the code may result in disciplinary action, ranging from a first warning through to the termination of employment and/or legal proceeding for serious breaches.
- ✓ Educators and Staff are required to read and sign the OSHC Code of Professional Standards form, to show they understand and agree to abide by the principles of the code, prior to their first day of employment. The form is then placed in the individuals employment file.
- ✓ The Code of Professional Standards will form part of the appraisal process that all Staff will undertake to ensure Staff are continually reviewing their performance against the Code of Professional Standards. This allows Staff to reflect on how they have complied with the code and a continued agreement to continue to abide by the code in the future.
- ✓ Student placements and volunteers at the Service will be required to read and sign the Code of Professional Standards, to show they understand and agree to abide by the principles of the code on the commencement of their placement at the Service.
- ✓ OSHC Code of Professional Standards for Educators can be found on the Organisations website.

Management Committee

- ✓ Prior to the Organisation's annual AGM, nominees for appointment on the Committee will be provided with a copy of the Activity Centres Inc. Management Committee Code of Conduct to read. On appointment at the AGM, members will be required to sign the Code of Conduct form, to show they understand and agree to abide by the principles of the Code. This will be filed with Committee Members files.
- ✓ The Management Code of Conduct can be found on the Organisations website.
- ✓ ACI Management Committee Code of Conduct applies to all members of the Management Committee.

OSHC Code of Professional Standards

As OSHC Educators we believe in...

Fostering secure, respectful and reciprocal relationships

I will do this by...

- Creating a welcoming environment in our Service.
- Nurturing children's optimism, happiness and sense of fun.
- Respecting the wide diversity in the family structures of children who attend the Service and being inclusive of all family types.
- Respecting the rights of children as enshrined in the UN Convention on the Rights of the Child and commit to advocating for these rights.
- Recognising the role of families as the first and most influential educators of children.
- Respecting children and their families right to privacy and confidentiality.
- Maintaining a professional attitude and relationship with children and their families.
- Considering situations from each child and family's perspective.
- Respecting the decisions of families in respect of their child.
- Assisting each child and family to develop a sense of belonging and inclusion.
- Providing correct information in a professional, supportive and friendly manner.
- Respecting the uniqueness of each child and family. Strive to learn about their culture, customs, language, structure, beliefs and kinship systems.
- Being honest and supportive in our communication with others.
- Collaborating with children and families about Service decisions to ensure experiences are meaningful.
- Promoting the Service as an important resource for the local community.
- Encouraging positive communications and liaison with other groups within the community.
- Developing positive relationships based on mutual trust and open communication.

The power of partnerships

I will do this by...

- Seeking the active cooperation and participation of children and families in the Service decision making.
- Building collaborative relationships based on trust, respect and honesty.
- Recognising the benefits of the Service being involved in community activities.
- Providing children with opportunities to engage with their local community.
- Valuing each other's knowledge and contributions.
- Recognise children as active citizens, participating in different communities, such as family, services, schools, sports etc.
- Developing positive, effective and cooperative relationships between team members and other stakeholders.
- Acknowledging and supporting the personal and professional strengths that each Educator and child brings to the Service.
- Making every effort to use constructive methods to manage differences of opinion in the spirit of cooperation and mutual respect.
- Promoting cooperation and positive liaison with other organisations and within our own Service teams.
- Sharing and building knowledge, experiences and resources with my colleagues.
- Maintaining strong links with our local School communities and their leadership teams.
- Promoting children's best interests through community education and advocacy.
- Involving local people in the program where possible.
- Collaborating with my colleagues to generate a culture of continual reflection and renewal of high quality practices.
- Making decisions that procedurally fair to all people according to the principles of natural justice.
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation.

Maintaining high expectations and a commitment to equity.

I will do this by...

- Recognising and responding to barriers to children achieving a positive self-identity.
- Challenging practices that contribute to inequities.
- Creating and maintaining safe, healthy, inclusive environments that support children's agency and enhance their learning.

- Providing a meaningful curriculum to enrich children’s learning, balancing child and Educator initiated experiences.
- Maintaining democratic, fair and inclusive practices that promote equity and a strong sense of belonging.
- Recognising each child has unique interests, strengths and has the capacity to contribute.
- Continually striving to find equitable and effective ways to ensure all children have opportunities to experience a sense of personal worth and achieve outcomes.
- Encouraging qualities and practices of ethical leadership.
- Supporting the development and implementation of laws, regulation and policies that promote the wellbeing of school age children and their families.
- Safeguarding the security of information and documentation and respect families rights to privacy and maintain confidentiality.
- Acting in the community in ways that enhance the standing of the school age care profession.
- Tolerating the views held by others which are different from your own.
- No discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religion, marital status, age or political conviction.
- Advocating for school age children and Outside School Hours Care.

Respecting diversity.

I will do this by...

- Respecting the diversity of families, Educators and communities.
- Valuing the relationship between children and their families and enhance these relationships through my practice.
- Upholding the rights of children and families to have their cultures, identities, abilities and strengths acknowledged and valued.
- Making program decisions that respond to the complexity of children and families' lives.
- Maintaining a Service which reflects and respects the diversity of the community.
- Recognising the worth of the cultural and linguistic diversity of Educators and families.
- Ensuring that the Service programs reflect and respect community needs.

Ongoing learning and reflective practice.

I will do this by...

- Working collaboratively with colleagues, families and stakeholders in an ongoing cycle through which current practices are examined, outcomes reviewed and new ideas generated.
- Collaborating with people, Services and agencies to develop shared understandings and actions that support children and families.
- Seeking ways to build on our own professional knowledge through engaging in professional development and reading.
- Examining what happens in our Service and reflecting on what can be improved based on evaluation and feedback from families and stakeholders.
- Reflecting and integrating the Service philosophy into daily practice and relationships.
- Reflecting critically on and accepting responsibility for implementation of service policies and procedures.
- Maintaining knowledge of current regulations and implications for practice on service provision.
- Engaging in rational debate allowing for alternative points

I agree to uphold the OSHC Code of Professional Standards.

Name..... Signature.....

Date.....

Activity Centres Incorporated Management Committee -Code of Conduct

The Code of Conduct applies to all financial members and volunteers of Activity Centres Incorporated Management Committee (ACI Members) while undertaking any role or activity related to Activity Centres Incorporated.

Principles

The Code of Conduct is based on the following fundamental ethical principles:

Respect for the Law

ACI Members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

Respect for all Persons

ACI Members are expected to treat all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

Integrity

ACI Members shall be honest in carrying out their duties and avoid conflicts between their private interests and their ACI Management Committee roles and responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Employment
- Use of confidential information obtained in the course of ACI Management Committee duties
- External activities and public comment

Diligence

ACI Members shall carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Following Activity Centres Incorporated Policies and Procedures
- Upholding the Constitution of Activity Centres Incorporated
- Seeking to attain the highest possible standards of performance
- Exercising care for others in ACI Management Committee related activities
- Ensuring outside interests do not interfere with an ACI Member's duties or responsibilities
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an ACI Member and/or external authorities

Working with Children

- The ACI Management Committee adheres to the government's Child Protection Act & Regulation (Working with Children Check) legislation and relevant procedures

Conflict of Interest

- ACI Members must declare interests which conflict, either perceived or actual, with your ACI Management Committee duties and activities that might benefit the private interest of a member/s of the ACI Management Committee.
- ACI Members must always act in the best interests of Activity Centres Incorporated and adopt a process to disclose and address the potential conflicts.

- A conflict of interest may include, but is not limited to, existing individual interests or a benefit, professional ethics, personal or professional relationships, financial or proprietary interests.

Conflict of Interest Disclosure

- Where a conflict of interest has been identified, it is expected that the conflict must be brought to the attention of the Office Bearers and the Members and be disclosed or addressed in a meeting.
- Breaching and/or violating the conflict of interest may result in removal from the ACI Management Committee.

How to deal with a Conflict of Interest

- Identified conflict of interest must be carefully managed by impartial decision-makers, who are not involved in the conflict.
- Minutes of meetings should reflect how the conflict was raised, addressed and managed; and the outcome be disclosed to all members.
- The person(s) with the conflict of interest may be refrained from participating in all formal or informal discussion, debate and voting; and their duties be re-assigned until a resolution has been found.
- The person(s) with the conflict of interest may be restricted to access confidential information and sensitive documents relating to the conflict of interest.
- In the event where a conflict of interest is very significant and prevents the person(s) with the conflict of interest to perform their role and responsibilities, the ACI Management Committee may ask that the person(s) involved with the conflict relinquish their personal interest that creates the conflict and/or resign from their ACI Management Committee role.

Privacy and Confidentiality

- ACI Management Committee must adhere to the ACI Privacy Policy and the Australian Privacy Principles contained in the Privacy Act of 1988.
- ACI Members must recognise that the privacy of any individual's personal identifiable information must not be divulged or shared under any circumstances without the individual's written consent within or outside the Organisation, unless there is a lawful authority for its disclosure.
- ACI Members must take all reasonable steps to ensure confidential data, documents and personal information of any individual is protected from misuse, loss and unauthorised access, and/or disclosure.
- All personal and sensitive information must not be viewed, shared or distributed to any person/s other than the Office Bearer/s who have responsibility of such information of ACI.
- All personal and sensitive information when no longer required must be disposed of securely.
- Confidential information of ACI must not be used, disclosed, copied, published or removed by any member of the ACI Management Committee.

Grievances, Complaints and Procedures

Breaches of this Code of Conduct or other policies of Activity Centres Incorporated will be addressed by way of the Grievances and Complaints Management Policy. Violations may result in removal from Activity Centres Incorporated Management Committee.

As adopted by Activity Centres Incorporated Management Committee General Meeting, 30th May 2018

Name: _____ Signature: _____

Witness Name: _____ Signature: _____

Considerations

Education and Care Services National Law

162	Offence to operate education and care service unless responsible person is present
162A	Persons in day to day charge and nominated supervisors to have child protection training
165	Offence to inadequately supervise children
166	Offence to use inappropriate discipline
167	Offence relating to protection of children from harm and hazards
168	Offence relating to required programs
169	Offence relating to staffing arrangements
172	Offence to fail to display prescribed information
301	National regulations

Education and Care Services National Regulations

77	Health, hygiene and safe food practices
81	Sleep and rest
82	Tobacco, drug and alcohol free environment
84	Awareness of child protection law
85	Incident, injury, trauma and illness policies and procedures
90	Medical conditions policy
99	Children leaving the education and care service
117A	Placing a person in day-to-day charge
136	First aid qualifications
112	Nappy change facilities
150	Responsible person
155	Interactions with children
168	Education and Care Service must have Policies and Procedure
170	Policies and Procedures to be followed

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's health and Safety	2.1 Health 2.2 Safety	2.1.2 Health Practices and Procedures 2.2.1 Supervision
QA4 Staffing arrangements	4.2 Professionalism	4.2.2 Professional standards
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management Systems

Activity Centres Inc. Policies and Procedures

Child Protection	Philosophy
Child Safe Environment	Physical Environment
Financial Management	Reporting to the Regulatory Authority
First Aid Policy – Management of Incident, Injury, Illness and Trauma	Responsible Person
Grievances and Complaints Management	Smoking, drugs and alcohol
Laundry	Staff Selection
Maintenance of Records	Supervision
Management Committee	Volunteers and Student Placement

My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> Children feel safe, secure, and supported
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Early Learning Years Framework

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> Children feel safe, secure, and supported
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Legislation

ACECQA	Network of Community Activities
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_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the Management Committee
 Endorsed by the Management Committee on 21 November 2022
 Code of Conduct Policy- Staff, Management Committee, Volunteers and Students
 to be reviewed by the 21 November 2027