



North Newtown OOSH Inc is committed to protecting children, families and staff attending the Service. The Service strives to provide a child safe environment at all times and this Code aims to provide staff with certainty about what are acceptable standards of behaviour and will support staff to work in a way that supports the safety, welfare and wellbeing of children, families and staff at all times.

As an employee/volunteer of North Newtown OOSH Inc you must sign and abide by this Code of Conduct.

NNOOSH Code of Conduct

In relation to children,

I will

- Treat children with respect, communicate in an age-appropriate way and be a positive role model in my conduct.
- Ensure reasonable precautions and adequate supervision is used to protect children from harm and hazard at all times.
- Avoid one-on-one situations with children, by ensuring that there is always another staff member or other children present.
- Respond quickly, fairly, and transparently to any serious complaints made by a child or related to a child.
- Ensure that children are not discriminated against on the basis of gender, sexuality, age, ability, economic status, family structure, lifestyle, ethnicity, religion, language, culture, or national origin.
- Protect children's right to confidentiality by safeguarding personal information including digitally.
- Use social media appropriately and responsibly by not engaging in social networking with any children in the service or children who have attended the service under the age of 16.

I will not

- Subject a child to any form of corporal punishment, social isolation, immobilisation, sexual suggestion, offence, or misconduct.
- Knowingly, or as the result of neglect, place a child at risk of harm, injury, or abuse.
- Use actions or words intended to threaten, intimidate, shame, humiliate, belittle, embarrass, or degrade.
- Attend work affected by illegal or prescription drugs, alcohol, or tobacco, consume them whilst on duty or supply them to children in my care.
- Use my phone or smart watch on the floor for any reason including taking photos, sharing personal photos, or posting on social media unless requested by a senior staff member. All photos to be deleted as soon as downloaded.
- Allow children to sit on my lap, pull, push, pick up or carry them unless in an emergency and have been directed to do so by a person in charge.
- Direct a child to perform in a sexually provocative or unsafe manner.
- Develop any 'special' relationships with children that could be seen as grooming/ favouritism such as the offering of gifts or special treatment.
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.

In relation to families,

I will

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- Respect and respond to the uniqueness of each family, their circumstances, culture, family structure, customs, language, beliefs and kinship systems.
- Develop respectful relationships based on open communication with the aim of encouraging family's engagement and to build a strong sense of belonging.
- Respect families right to privacy and maintain confidentiality.
- Conduct myself with professionalism and maintain confidentiality when engaging with pre-existing or external relationships with families and staff.

I will not

- Engage in outside contact involving children who attend the service (e.g., babysitting, music tutoring) without declaring it and signing the relevant paperwork.

In relation to colleagues,

I will

- Maintain a culture of professionalism based on trust, respect and honesty.
- Encourage others to adopt and act in accordance with this Code. Take action against breaches of the Code and report to the Responsible Person or Nominated Supervisor.
- Report any breaches by the Nominated Supervisor to the Approved Provider (The Committee).
- Report any concerning staff conduct, or any suspected risk of harm to a child, to the Nominated Supervisor or Responsible Person.
- Ensure that I fulfil my legal obligation as a Mandatory Reporter; knowing my responsibilities to always report any child at risk of harm even if unsupported by management/colleagues.

I will not

- Breach personal boundaries including obtaining personal information or engaging in contact without consent.

I have read this Code of Conduct and agree to abide by it at all times and acknowledge that a breach of this Code could result in damage or injury to an individual or the service. A breach could result in a formal warning, instant dismissal and a serious breach could lead to civil or criminal action.

Name: _____

Signed: _____

Date: _____