



Our Village Family Childcare Child Safe Code of Conduct

The Child Safe Code of Conduct outlines the required standard of acceptable and unacceptable behaviour that is expected by Our Village Family Childcare staff, educators, students and volunteers. It outlines the behaviours that must be adhered to in the performance of their duties and interactions within the workplace. This required standard of acceptable and unacceptable behaviour supports Our Village Family Childcare (OVFC) ability to maintain trust and confidence in the integrity and professionalism of the services provided to the children and young people under the age of 18 years.

The Victorian Government introduced the Child Safe Standards (the standards), which are compulsory minimum standards for organisations that provide services for children and young people (or are used by children and young people) to help protect them from harm. The Child Safe Code of Conduct also governs the way in which staff, educators, students and volunteers are to relate to other staff, educators, children, families, professionals, and stakeholders.

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| I will: | <ul style="list-style-type: none"> - Act in accordance with OVFC child safety and wellbeing policies and procedures at all times. - Behave respectfully, courteously and ethically towards children and their families and towards other staff. - Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well. - Promote the human rights, safety and wellbeing of all children in OVFC - Demonstrate appropriate personal and professional boundaries. - Consider and respect the diverse backgrounds and needs of children. - Create an environment that promotes and enables children’s participation and is welcoming, culturally safe and inclusive for all children and their families. - Involve children in making decisions about activities, policies and processes that concern them wherever possible. - Contribute, where appropriate, to OVFC policies, discussions, learning and reviews about child safety and wellbeing. - Identify and mitigate risks to children’s safety and wellbeing as required by OVFC risk assessment and management policy or process. - Respond to any concerns or complaints of child harm or abuse promptly and in line with OVFC policy and procedure for receiving and responding to complaints. - Report all suspected or disclosed child harm or abuse as required by OVFC and by OVFC policy and procedure on internal and external reporting. - Comply with OVFC protocols on communicating with children. - Comply with OVFC protocols and OVFC policies and procedures on record keeping and information sharing. |
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| | <ul style="list-style-type: none"> - Comply with OVFC protocols and OVFC policies and procedures regarding online safety. |
| <p>I will NOT:</p> | <ul style="list-style-type: none"> - Engage in any unlawful activity with or in relation to a child. - Engage in any activity that is likely to physically, sexually or emotionally harm a child. - Unlawfully discriminate against any child or their family members. - Be alone with a child unnecessarily. - Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by OVFC policy and procedure on reporting. - Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material. - Work with children while under the influence of alcohol or prohibited drugs. - Ignore or disregard any suspected or disclosed child harm or abuse. |
| <p>If I think this Code of Conduct has been breached by another person in OVFC I will:</p> | <ul style="list-style-type: none"> - Act to prioritise the best interests of children. - Take actions promptly to ensure that children are safe. - Promptly report any concerns to my manager, Child Safety Officer, the Chief Executive Officer or another manager or leader in OVFC and Sunbury and Cobaw Community Health - Follow OVFC policies and procedures for receiving and responding to complaints and concerns. - Comply with Education and Care Services National Law and with OVFC policy and procedure on internal and external reporting. |
| <p>I agree to abide by this Code of Conduct and I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment or Educator Agreement</p> | <p>..... Signature</p> <p>..... Full Name</p> <p>..... Date</p> |