

---

# Code of Conduct

---

## ***Aim***

This Code of Conduct outlines the standard of behaviour to be followed and defines how individuals are expected to behave towards each other, towards the children in their care, and towards other organisations and individuals in the community.

In addition, the Approved Provider, Nominated Supervisor and educators have a duty of care to the children attending a member service and must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury (National Law: Section 167).

This Code of Conduct should be read in conjunction with relevant legislation and organisational policies and procedures.

This policy applies to CSIROCare employees, students, volunteers, parents, and others engaged in CSIROCare programs and activities.

## Policy

---

All employees, volunteers, students, parents, and others engaged by CSIROCare will:

- ◆ Adhere to CSIROCare Clayton Child Safe Policy and CSIROCare Clayton Statement of Commitment to Child Safety at all times
- ◆ Be aware of and align with the centre philosophy
- ◆ Follow lawful and reasonable directives from management
- ◆ Act in accordance with current relevant legislation
- ◆ Adhere to the policies and follow the established procedures of the centre
- ◆ Treat all people with respect
- ◆ Promote interactions which are respectful, honest, courteous, sensitive, tactful and considerate
- ◆ Respect individual abilities, needs, cultural practices and beliefs in all interactions both verbal and non-verbal
- ◆ Maintain confidentiality and professionalism when representing the centre both internally and externally
- ◆ Be accountable for their own actions and decisions
- ◆ Uphold the principles of equal opportunity
- ◆ Not engage in any form of victimisation, bullying, harassment, discrimination or any other anti-social behaviours
- ◆ Engage in safe work practices and maintain a safe work environment at all times
- ◆ Contribute to a safe, encouraging and supportive work environment that recognises and values employee diversity, abilities and contributions
- ◆ Provide guidance to students, volunteers, parents/guardians, students and visitors through positive role modelling, and when appropriate, clear and respectful directions
- ◆ Provide an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct
- ◆ Be a positive role model at all times
- ◆ Promote CSIROCare in a positive manner