



Adventure OSHC Employee Code of Conduct

This Code of Conduct will provide employees with certainty regarding acceptable behaviour around children when at work. This Code of Conduct will be a reference for all employees to read when they need clarification about working in a way that supports the safety, dignity, wellbeing, respect and the best interests of the child at all times. This Code of Conduct must be read in conjunction with all Adventure OSHC Policies and Child Protection legislation.

All OSHC employees employed by Adventure OSHC must be committed to protecting every child that is cared for by the Service and all other children with whom the Service staff interact with. This may include siblings and friends of children in the Service's care. Our Service employees must always ensure that children in our care are in a safe and secure environment at all times.

All OSHC employees employed by Adventure OSHC must:

- Conduct themselves in a professional and respectful manner consistent with your position, this includes being a positive role model to all children in the Centre.
- Read, fully understand, and always comply with Adventure OSHC Policies and relevant legislation regarding children's safety including the Child Protection legislation. Please seek clarification with the OSHC Manager on any elements of these documents that you are unsure about.
- Follow relevant legislation pertaining to working with children and mandatory reporting requirements.
- Respect the cultural backgrounds of children, their beliefs, languages spoken, religious orientations, and nationalities as per the United Nations Convention on the Rights of the Child.

As an OSHC employee of Adventure OSHC, you agree to:

- Ensure that all children are adequately supervised at all times, and the Educator to child ratio is maintained (1:15) as per the Education and Care National Laws and Regulations.
- Ensure all children are not at risk of unsafe behaviour.
- Ensure all suspected and actual incidents of abuse are reported according to the Mandatory Reporting Guidelines.
- Ensure all children are treated with respect and do not demonstrate unfair treatment, or favour certain children to the exclusion of other children.
- Avoid one-on-one situations with children. This is done by ensuring that there is always another Educator when you must be alone with a child. Please communicate with the other Educators if an unavoidable situation arises.
- Ensure that you always act within the best interests of the children.

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- Please avoid unnecessary physical contact with the children, unless required for their safety and wellbeing. Please encourage children to carry out personal hygiene and toileting routines on their own.
- Ensure that when supervising/facilitating/running activities and games that may cause potential harm or injury, that you are careful when doing so, aware of each child's age and physical abilities, development, illnesses, injuries or additional needs that could place the child in more risk.
- Never physically punish a child. Please ensure that any physical restraint of a child is only utilised as a last resort and for protecting other children/staff members from harm. Please ensure that this physical restraint conforms to industry standards of restraining children.
- Ensure that you are a role model for children by using appropriate language at all times. Avoid age-inappropriate discussions with children. Ensure that children do not use inappropriate language.
- Ensure that you do not act or say anything intended to threaten, shame, humiliate, embarrass, intimidate or degrade children.
- Ensure that you maintain professional relationships with children and families. You are not to exploit or misuse your position in any way.
- Ensure that you do not give any individual gifts to children and that all gifts to children will be from the Service as a whole.
- You must never expose children to any inappropriate images, websites, books, etc for any reason.
- You must not use your phone whilst working at the Service. If you need to make a call/use your phone, you must notify the Centre Co-Ordinator.
- Ensure that you are aware of any specific health issues, allergies, dietary requirements, mental health, behavioural specifications that children in the care of the Service possess.
- Ensure that you give medication to children according to the Adventure OSHC medication policy and the Education and Care National Laws and Regulations.
- You must never attend work if you are under the influence of drugs or alcohol. You must never consume drugs or alcohol whilst at work. You must never supply children with drugs or alcohol.
- You must not smoke whilst at work.
- Ensure that you declare any additional work duties that involve children who attend the service, such as babysitting, tutoring etc to the OSHC Manager. This includes any recreational outside of work contact with children and their families.
- You must report any conduct of concern between staff and children to the OSHC Manager and Centre Co-Ordinator immediately.
- You must report any breaches of this Code of Conduct to the Centre Co-Ordinator and OSHC Manager.
- As a Mandatory Reporter, you must understand that all concerns regarding suspected child abuse must be reported to the Centre Co-Ordinator and OSHC Manager immediately.

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- You must report any concerns regarding the Centre Co-Ordinator to the OSHC Manager as soon as possible.

I, _____, have read and understood this Code of Conduct and agree to abide by it at all times.

Signed

Print Name

Date