



All employees at Haven Early Learning must uphold the safety and wellbeing of all children and young people. All staff are mandatory reporters and have a responsibility to safeguard children against abuse and proactively reduce risks to their safety and wellbeing.



I FOLLOW HAVEN POLICIES

I, as an employee will act in accordance with the following policies and procedures at all times.

- Child Safe and Wellbeing Policy and Procedures
- Safe use of Digital Technologies and online environments
- Educator Code of Conduct
- Child Safe Standards Code of Conduct (this form)
- Child Protection
- Inclusion, Diversity and Equity
- Recruitment, Selection, and Employment

MY RESPONSIBILITIES

I will uphold and carry out my responsibilities and duties set out in:

- ✓ Haven's job role accountability
- ✓ The Reportable Conduct Scheme (acknowledging I am a mandatory reporter)
- ✓ The Victorian Child Safe Standards
- ✓ The National Model Code
- ✓ National Regulations and the National Quality Framework



UNSURE?

If I am ever in doubt, need re-training or do not understand my requirements; I will ask questions, seek support and commit to continuous learning and improvement.



**I UNDERSTAND
THAT BREACHES
OF THIS CODE MAY
LEAD TO
DISCIPLINARY
ACTION OR
TERMINATION OF
MY EMPLOYMENT.**



I WILL

- ✓ Have a zero tolerance to racism, discrimination, abuse and bullying.
- ✓ Listen, respect and respond to children's voices, concerns and rights.
- ✓ Report any suspected abuse, neglect or harm to children.
- ✓ Create and maintain welcoming, inclusive, respectful, culturally safe and ethical environment for all children, families, staff and visitors.
- ✓ Support Aboriginal children and families.
- ✓ Support children with disability and diverse needs.
- ✓ Respect all children and families, including LGBTQIA+.
- ✓ Use only Haven-approved devices when directed.
- ✓ Protect children's privacy and confidential information.
- ✓ Maintain professional boundaries at all times.
- ✓ Always act in children's best interests and educate them to be champions of their own safety.
- ✓ Involve children in decisions about activities, policies and processes.
- ✓ Contribute to policies, discussions, learning and reviews focused on child safety and wellbeing.
- ✓ Identify, remove and reduce risks to children's safety and wellbeing.
- ✓ Capture and use images, videos and recordings of children appropriately (in line with the national regulations that encompass national model code.)
- ✓ Respond immediately to all suspected or disclosed child abuse, harm and neglect as required by national law and policies.
- ✓ Follow correct storage, retention and access procedures for images, videos and recordings.
- ✓ Commit to ongoing professional development and training, including proper record keeping.
- ✓ Must engage in child safety training and mandatory reporting training.



I WILL NOT

- ✗ Carry personal phones or recording devices in care rooms.
- ✗ Take photos or videos on personal devices.
- ✗ Be left alone with children unnecessarily.
- ✗ Arrange personal or online contact with children.
- ✗ Share confidential information or images about children.
- ✗ Use inappropriate language or show inappropriate images or material.
- ✗ Work under the influence of drugs or alcohol.
- ✗ Discriminate against children or their families.
- ✗ Ignore or disregard any suspected or disclosed moments of child harm, abuse or neglect.
- ✗ Engage in any behaviour that may physically, emotionally or sexually harm a child.
- ✗ Place children at harm while working onsite, offsite and across both physical and online interactions.
- ✗ Engage in any unlawful activities with or in relation to a child.
- ✗ Unlawfully discriminate against any child or their family members.
- ✗ Disclose personal or sensitive information about a child.



PROTECTING CHILDREN IS EVERYONE'S RESPONSIBILITY AND BUSINESS.

If I think this Code of Conduct has been breached by myself or another person I will:

- Act to prioritise the best interests of children.
- Take actions to appropriately document and report concerns.
- Follow Haven policies and procedures for grievances including receiving and responding to complaints and concerns.
- Comply with legislative requirements on reporting, documentation and child safety.
- Agree to abide by this Code of Conduct during my employment with Haven Early Learning.

IF A CHILD IS AT RISK ACT • REPORT • DOCUMENT



Ensure the child is safe.



Notify your Manager / Supervisor or the relevant authority immediately.



Follow Haven & regulatory reporting procedures.

I acknowledge that I have read and understood this code of conduct. I understand the importance of this document, fulfilling my duties and will seek support whenever I am unsure.

Full Name: _____

Signature: _____

Date: _____

