**Introduction**

**This Code of Conduct applies to educators contracted by Windermere’s Family Day Care (FDC). The Code complements Windermere’s Purpose, Vision, Strategic Priorities, Values, and Policies. This version and any subsequent versions must be signed-off in addition to the Educator Contractor Agreement. Breaches of this Code could result in termination of this Agreement.**

# Statement of Conduct

**I agree to:**

* Respect children through listening to their needs; recognising their strengths; encouraging learning and independence; developing their confidence; and understanding the uniqueness of every child.
* Provide education and care services that comply with all current legislation, industry standards of practice, policies and procedures.
* Ensure information sharing, privacy and record keeping practices align with FDC policy.
* Fulfil all requirements of my Educator Contractor Agreement.
* Immediately notify the Coordination Unit of changes to the personal circumstances relating to me and all other people living in or regularly visiting my home (over the age of 18). Personal circumstances might include a change in criminal record status, or the educator’s loss of driver’s license, road accident, injury or illness.
* Comply with all screening obligations and maintain currency of checks.
* Acknowledge that allegations of misconduct may result in my Educator Contractor Agreement being suspended or terminated. During any period of suspension, I will not communicate with Windermere personnel other than the manager, director and CEO.
* Accept that the following actions will not be tolerated and may result in termination of my Educator Contractor Agreement:
  + Engaging in illegal activity
  + Buying, supplying, and/or using any form of illicit substance in the company of children or families
  + Engaging in intimate relationships with any member of a current and past family
  + Buying or supplying stolen or suspected stolen property from or to families
  + Breaching confidentiality multiple times despite warnings and disciplinary processes.
* Take all reasonable steps to keep children safe in line with the FDC Child Safety policy.
* Participate in monthly EPC meetings to monitor progress, performance and discuss concerns.
* Seek to resolve grievances with the FDC Coordination Unit and participate in investigation and mediation where required.
* Complete risk assessments and gain approval for all excursions from the FDC Coordination Unit.
* Report to my EPC unethical behaviour or situations where policies and procedures have been breached by another FDC educator, family member or visitor.
* Report all injuries, incidents and hazards to the Coordination Unit immediately or at least within 12 hours.
* Declare in a timely and transparent manner to my EPC any real, potential or perceived conflicts between my role and my personal life.
* Not engage with consumers of Windermere or their families, friends and known acquaintances through social media.
* Ensure that any resources entrusted to me by the organisation are well maintained, secured, and returned when my contract ends.
* Participate in assigned training programs and actively seek further professional development to improve my knowledge and skills.
* Return all child and family digital and hard copy information (including images and videos) to Windermere upon contract cancellation and when a child exits the service.
* Provide safe and inclusive services and work environments where all peoples from Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, LGBTIQ+ communities and people living with disability will know and feel accepted, affirmed, safe and celebrated.
* Refrain from facilitating, encouraging or being a bystander to acts of unlawful discrimination, harassment, vilification, victimisation, bullying and gendered violence, including indirect or unintentional acts against an individual or group.
* Report all forms of unlawful conduct to your EPC to ensure appropriate and timely action is taken.
* Protect digital information and keep it secure, use strong passwords, report suspicious activity, and never share confidential data in unsecured ways.
* Only use Artificial Intelligence (AI) in accordance with the *Safe Use of Digital Technologies and Online Environments Policy*.

**In relation to my interactions related to working with children and young people, I agree to comply with the Child Safe Standards, by:**

* Acting in a professional and respectful manner at all times whilst providing education and care, giving full attention to my responsibilities and adhering to current legislation, Child Safe Standards and all other industry standards of practice, and all child safety policies and procedures.
* Taking all reasonable steps to keep children safe in line with the Child Safety policy and providing adequate supervision to children at all times whilst providing education and care.
* Responding to concerns of child harm and abuse including but not limited to physical, psychological, emotional and discriminatory abuse promptly and in line with FDC policies and procedures.
* Reporting all suspected and disclosed child harm and abuse within 24 hours as required by current legislation and FDC policies and procedures.
* Reporting all injuries, incidents and hazards to the Coordination Unit immediately or at least within 12 hours.
* Promoting the cultural safety of children from Aboriginal and Torres Strait islander and culturally and/or linguistically diverse backgrounds to express their culture and enjoy their cultural rights.
* Promoting the safety and participation of children with disability.
* Creating an environment that encourages children’s participation and is welcoming, culturally safe and inclusive for all children and their families regardless of gender, age, socio-economic status, race, language, beliefs, additional needs and family structure/lifestyle.
* Encouraging the importance of friendships and support networks when engaging with children to enhance their safety and reduce isolation.
* Informing children and families of their rights to privacy, to feel safe and valued, to have a voice, and to be heard.
* Involving children and families in decisions that affect them and acknowledge their views, feelings and communications.
* Ensuring a safe digital environment for children, which includes supervising children’s safe usage, implementing age verification measures, promoting responsible online behaviour, and providing support systems for children facing online risks.
* Participating in all mandatory training, including updates on Child Protection Law and reporting processes every 12 months.
* Providing information to children and families in a way that has meaning to them and is accessible.
* Encouraging active participation by, and feedback from, children and families regarding their service experience.
* Explaining the complaint process to children and families in a way that is easy to understand, culturally safe, accessible and child-focussed.
* Responding to and utilising feedback from children and their families to inform the daily program and policy and practice improvements.

**I will not:**

* Condone, participate in or be a by-stander to illegal, unsafe or abusive behaviour towards children, including physical, sexual or psychological abuse, ill-treatment, neglect or grooming.
* Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material.
* Engage in any form of behaviour that has the potential to cause a child significant, emotional or psychological harm.
* Breach children’s right to privacy, confidentiality and online safety.
* Unlawfully discriminate, harass or bully any child or their family members based on (but not limited to) gender, race, religion, disability, vulnerability or sexuality.
* Seek commercial or financial benefit through Windermere for any business enterprise (other than Family Day Care) of which I or a family member, friend or associate has a stake.
* Discuss a grievance with anyone other than those parties directly involved in the dispute.
* Speak on behalf of Windermere or issue public statements and ensure any opinion expressed in public is put forward as my personal views only.
* Intentionally cause damage to Windermere property and not borrow property without explicit permission from my EPC.
* Accept gifts of a value greater than $30, gratuities, loans, free trips, free meals, personal favours or benefits, exchanges, purchases or other items of value.
* Engage in fraudulent activities in breach of Family Assistance Laws i.e. placing my children in Family Day Care whilst providing this service to others.
* Engage in any other business activities that conflict with my ability to provide Family Day Care.

**By signing this Code of Conduct, I acknowledge I have read and understood these statements and agree to abide by them in my conduct. I understand that failure to comply with this Code of Conduct may result in an investigation and termination of contract.**

