



Code of Conduct

June 2026

Purpose

At Ashgrove West Preschool, we are committed to providing a safe, inclusive, respectful and high-quality early childhood education environment for children, families, educators, volunteers, students, committee members and visitors.

This Code of Conduct outlines the standards of behaviour expected of everyone representing our kindergarten. It guides decision-making, professional conduct and workplace relationships and supports our commitment to ethical practice, child safety and continuous improvement.

All employees, educators, volunteers, students, contractors and committee members are expected to comply with this Code of Conduct.

Our Values

Our actions and decisions are guided by the following values:

We Put Children First

The safety, wellbeing, rights and best interests of children are central to all decisions and actions.

We Act with Integrity

We are honest, accountable, ethical and professional in all aspects of our work.

We Respect Others

We value diversity, inclusion, equity and the unique contributions of every child, family and colleague.

We Strive for Excellence

We continuously reflect, learn and improve our practice to provide the highest quality education and care.

Professional Responsibilities

All representatives of the kindergarten will:

- Comply with all relevant legislation, regulations and professional standards.
- Uphold the Early Childhood Australia Code of Ethics.

- Follow kindergarten policies, procedures and lawful directions.
 - Maintain professional boundaries with children and families.
 - Complete required training and professional development.
 - Act in ways that protect and enhance the reputation of the kindergarten.
 - Raise concerns when behaviour or practices do not align with this Code.
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Expected Standards of Behaviour

We will:

- Treat all children, families, colleagues and community members with dignity and respect.
 - Communicate professionally, respectfully and constructively.
 - Work collaboratively and support positive relationships.
 - Value diversity and create culturally safe environments.
 - Encourage inclusion and equitable participation for all children.
 - Act honestly, responsibly and ethically.
 - Respect differing views and perspectives.
 - Support a workplace free from bullying, harassment, discrimination and victimisation.
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Child Safety Commitment

The kindergarten is committed to being a child-safe organisation.

All staff, volunteers and committee members must:

- Prioritise children's safety and wellbeing.
- Comply with child protection legislation and mandatory reporting obligations.
- Maintain required Blue Card/Working with Children Check clearances.
- Participate in child protection training.
- Report any concerns regarding child safety immediately.
- Promote children's rights, participation and inclusion.
- Maintain professional relationships and appropriate boundaries with children.

Any behaviour that places a child at risk is unacceptable and may result in disciplinary action and referral to relevant authorities.

Workplace Conduct

Professional Behaviour

We will:

- Behave professionally at all times.
- Be punctual, reliable and accountable.
- Perform duties safely and competently.
- Support a positive and respectful workplace culture.

Unacceptable Behaviour

Examples include but are not limited to:

- Bullying, harassment or discrimination.
- Aggressive, threatening or abusive behaviour.
- Gossiping or spreading malicious rumours.
- Dishonest or fraudulent conduct.
- Breaches of confidentiality.
- Being under the influence of drugs or alcohol while performing duties.
- Failure to follow child protection requirements.
- Misuse of kindergarten property, systems or resources.
- Inappropriate use of social media.
- Conduct that damages the reputation of the kindergarten.

Diversity, Equity and Inclusion

We are committed to providing environments where all individuals feel respected, valued and safe.

We will:

- Respect cultural, linguistic and family diversity.
- Challenge bias and discrimination.

- Promote equitable opportunities.
- Support inclusion for children and adults of all backgrounds and abilities.

Discrimination, racism, vilification or exclusionary behaviour will not be tolerated.

Health and Safety

Safety is everyone's responsibility.

All staff and volunteers must:

- Follow workplace health and safety procedures.
 - Identify and report hazards and risks.
 - Report incidents, injuries and near misses.
 - Use equipment safely.
 - Follow infection control and hygiene practices.
 - Support the physical and emotional wellbeing of children and colleagues.
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Privacy and Confidentiality

We respect and protect personal information.

All representatives of the kindergarten must:

- Maintain confidentiality regarding children, families and colleagues.
- Collect, store and share information in accordance with privacy legislation.
- Only access information required for their role.
- Protect records from unauthorised access or disclosure.
- Report any privacy breaches immediately.

Confidential information must not be discussed in public places or shared through personal communication channels.

Social Media and Public Communication

Representatives of the kindergarten must:

- Use social media responsibly.

- Protect the privacy of children, families and colleagues.
 - Obtain appropriate consent before sharing photographs or information.
 - Not post content that could damage the reputation of the kindergarten.
 - Not speak to the media on behalf of the kindergarten unless authorised.
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Conflict of Interest

Individuals must:

- Act in the best interests of the kindergarten.
 - Avoid situations where personal interests may conflict with professional responsibilities.
 - Disclose actual, perceived or potential conflicts of interest promptly.
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Gifts and Hospitality

Staff, committee members and volunteers must:

- Not seek gifts, benefits or favours.
 - Exercise professional judgement when accepting gifts.
 - Disclose gifts that may create a perceived conflict of interest.
 - Follow kindergarten financial and governance procedures.
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Speaking Up and Reporting Concerns

Everyone has a responsibility to raise concerns about conduct that may:

- Place a child at risk.
- Breach this Code.
- Breach legislation or policy.
- Create an unsafe or unethical environment.

Concerns should be reported to:

- The Nominated Supervisor
- Approved Provider/Management Committee

- Relevant regulatory authorities where required

Reports made in good faith will be treated seriously and without retaliation.

Breaches of the Code

Failure to comply with this Code of Conduct may result in:

- Counselling or performance management.
- Additional training.
- Disciplinary action.
- Termination of employment or engagement.
- Notification to regulatory or law enforcement authorities where appropriate.

Acknowledgement

I acknowledge that I have read, understood and agree to comply with the Ashgrove West Code of Conduct.

Name: _____

Position: _____

Signature: _____

Date: _____

Date of Adoption: __21__ / __07__ / __2026__

Next Review Due: __21__ / __07__ / __2027__