

Lady Gowrie Community Kindergartens

STAFF CODE OF CONDUCT POLICY

POLICY STATEMENT:

All employees are required to adhere to Kindergarten policies and procedures which reflect the behaviour expected and is designed to encourage integrity and professionalism.

The Code of Conduct Policy is a set of Guidelines for which all employees are expected to observe.

This policy forms part of all employees of employment conditions.

Employees includes workers, contractors/sub-contractors, employees of labour hire companies, apprentices, trainees, work experience students and volunteers that are employed to work for the Kindergarten.

RELEVANT FORMS/MATERIAL:

- Employment Contracts and Agreements
- Early Childhood Australia (ECA) Code of Ethics
- Statement of Shared Commitment
- Grievance Policy
- Discipline Procedures Policy

SOURCES:

- Fair Work Act 2009
- Fair Work Regulations 2009
- National Employment Standard
- Child Safe Organisations 2024
- Queensland Statement of Shared Commitment. Every interaction counts. 2025

REVIEWED: August 2025
(Child safeguarding review undertaken November 2025)

DATE TO BE REVIEWED: August 2026

<p>POLICY STATEMENT</p>	<p>Our Kindergarten prides itself on the professionalism and ability of its employees to be responsive and meet community needs. Our Kindergarten strives to be a leading service provider and to provide a safe, including cultural safe, healthy, happy and productive workplace.</p> <p>Child safeguarding is a number one priority for our Kindergarten. Every child at our Kindergarten has the right to be safe and feel safe, including cultural safety. Our Kindergarten is committed to the safety and wellbeing of every child in our care and breaches of child safety requirements related to child abuse and harm will not be tolerated.</p> <p>This Code of Conduct is designed to ensure that all employees and community members are treated in a manner that reflects the values, culture and legal obligations of Lady Gowrie Affiliated Kindergartens.</p>
<p>IMPLEMENTATION</p>	
<p>CHILD SAFEGUARDING REQUIREMENTS</p>	<p>When interacting with children the Management Committee and workplace participants must adhere to:</p> <ul style="list-style-type: none"> • act in accordance with child safeguarding policies and procedures at all times, • behave respectfully, courteously and ethically towards children and their families, • listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well, • promote the human rights, safety and wellbeing of all children at the Service, • demonstrate appropriate personal and professional boundaries, • consider and respect the diverse backgrounds and needs of children, • create an environment that promotes and enables children’s participation and is welcoming, culturally safe and inclusive for all children and their families, • involve children in making decisions about activities, policies and processes that concern them wherever possible, • contribute, where appropriate, to the policies, discussions, learning and reviews about child safety and wellbeing, • identify and mitigate risks to children’s safety and wellbeing, • respond to any concerns or complaints of child harm or abuse promptly and in line with the Complaints Handling Policy for receiving and responding to complaints, • uphold Queensland Statement of Shared Commitment. Every interaction counts., • report all suspected or disclosed child harm or abuse as required by the Child Protection Act 1999 and/or the Child Safeguarding – Response and Reporting Policy and the Reportable Conduct Policy from mid 2026, • comply with the Interactions with Children Policy, • comply with the Safe Use of Technology and Interactive Media with Children Policy. <p>The Kindergarten’s Management Committee and workplace participants are required to avoid the following prohibited activities when interacting with children:</p> <ul style="list-style-type: none"> • ignore or disregard any suspected or disclosed child harm or abuse, • engage in any unlawful activity with or in relation to a child, • engage in any activity that is likely to physically, sexually or emotionally harm a child,

	<ul style="list-style-type: none"> • use personal phones, tablets, or cameras for any purpose related to the collection of photographic or video imagery of children, • unlawfully discriminate against any child or their family members, • be alone with a child unnecessarily, • arrange personal contact, including online contact, with children for a purpose unrelated to Kindergarten activities, • disclose personal or sensitive information about a child including images of a child, unless the child and their parent or legal guardian consent or unless you are required to do so by the Child Safeguarding – Response and Reporting Policy, • use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material. <p>If anyone thinks the Safe Guarding Requirements have been breached they should:</p> <ul style="list-style-type: none"> • act to prioritise the best interests of children, • take actions promptly to ensure that children are safe, • promptly report any concerns to your manager or the Service Leader or Management Committee, • follow the Kindergarten’s policies and procedures for receiving and responding to complaints and concerns, • comply with all legislative requirements as relevant and the Child Safeguarding – Response and Reporting Policy.
COMPLIANCE	<p>All employees are expected to:</p> <ul style="list-style-type: none"> • observe and adhere to all our Kindergarten’s policies, procedures, rules and regulations at all times, • comply with all Federal, State and local laws, Acts, Regulations and Code of Practices, • comply with all reasonable, lawful instructions and decisions related to their work, • maintain a high degree of ethics, integrity, honesty and professionalism in dealing with community members and other employees, • maintain the confidentiality of the Kindergarten’s operations in relation to service activities, confidential documentation and work practices during and after their employment, • be familiar with and uphold the Early Childhood Australia (ECA) Code of Ethics and Statement of Shared Commitment, • take reasonable steps to ensure their own health, safety and welfare in the workplace, as well as that of other employees and community members. All employees and volunteers are expected to make themselves familiar with their workplace health and safety obligations.
EMPLOYEE BEHAVIOUR	<p>If an employee breaches the following guidelines, disciplinary action may be taken.</p> <p>If the breach of conduct is of a legal nature, it will be addressed in accordance with relevant Federal, State or Local Government Laws.</p> <p>Employees should not:</p> <ul style="list-style-type: none"> • discriminate against another employee or community member on the basis of sex, age, race, religion, disability, pregnancy, marital status or sexual preference, • engage in fighting or disorderly conduct, or sexually harass, or bully other employees and community members, • steal, damage or destroy property belonging to the organisation, its employees or community members,

	<ul style="list-style-type: none"> • work whilst intoxicated or under the influence of controlled or illegal or mind-altering substances, • bring controlled, illegal, or mind-altering substances to the workplace, • smoke or vape on the organisation’s premises or in its motor vehicles (see Tobacco, Vaping, Drug and Alcohol Free Environment Policy), • accept benefits gifts, which give rise to a real, apparent or perceived conflict of interest.
<p>EMPLOYEES TO THE KINDERGARTEN</p>	<p>Employees will:</p> <ul style="list-style-type: none"> • accept responsibility and accountability for their work performance, • act ethically in all actions and communications with colleagues, customers, suppliers and industry peers, • avoid any conflict of interest and where unavoidable, disclosing any activity or relationship that may adversely affect the organisation’s reputation and welfare, • commit to the achievement of the Kindergarten’s stated goals, • expect a reciprocal commitment to high ethical standards and reserving the right not to deal with suppliers perceived to breach these standards, • help to build and maintain an open and harmonious work environment, • model behaviour consistent with our values, • promote and maintain the highest safety practices at all times, • report any known or suspected violations of the Kindergarten’s codes to their line manager, who will then investigate and advise the Executive Committee and an investigation into the matter will proceed, • avoid personal, financial or other interests that might conflict with the Kindergarten’s obligations/duties, • maintain punctuality, • dress appropriately and be presentable, clean and tidy.
<p>EMPLOYEES TO THEIR COLLEAGUES</p>	<p>Employees will:</p> <ul style="list-style-type: none"> • encourage their colleagues to adopt and act in accordance with this Code, • share information and resources where this would maximise the organisation’s goals and potential, • show respect and support for colleagues by acting a manner that promotes a co-operative work environment, • recognise and value diversity which my colleagues bring to their work, • treat all employees with courtesy and seeking to promote a harmonious and safe workplace implementing correct work methods so as not to place employees at the risk of injury, • make every effort to manage and use constructive methods of managing differences of opinion.
<p>KINDERGARTEN MANAGEMENT TO THE EMPLOYEES</p>	<p>Kindergarten management will:</p> <ul style="list-style-type: none"> • act ethically and with integrity, • not harass, bully or discriminate against employees, • act according to the legislative requirements, policies and ethical codes that apply to the Kindergarten Service, • make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures, • contribute to a harmonious, safe and productive work environment by their work habits, and professional workplace relationships, • treat members of the public and colleagues with respect, courtesy, honesty, fairness, safety and welfare.

<p>WITH OUR CUSTOMERS</p>	<p>The Kindergarten will:</p> <ul style="list-style-type: none"> • honour all of our customer service commitments, including best practice and safety commitments, as far as practicable, • lead the field in terms of the quality and innovation of our customer service, • provide quality service in response to customer needs, • respect and safeguard the customer's privacy and property, • treat customers with respect and courtesy at all times.
<p>STAKEHOLDERS</p>	<p>Stakeholders will:</p> <ul style="list-style-type: none"> • abide by the Kindergarten's child safeguarding requirements, • act as a responsible corporate citizen, • compete fairly and in an open manner, • honour their agreements and undertaking made to others, • respond to the shifts in values and expectations of the community, • working to protect the assets (physical and otherwise) of the organisation on behalf of the community.
<p>MANAGEMENT COMMITMENT TO THE CODE OF CONDUCT</p>	<p><i>This Kindergarten is committed to developing and promoting high ethical standards in our operations.</i></p> <p><i>The Code of Conduct identifies a set of core values, which have influenced the Kindergarten during its history.</i></p> <p><i>These shared values outlined in the Code of Conduct should guide all of our daily activities. The standards apply to all employees of the Kindergarten whatever their role or level of seniority.</i></p> <p><i>All employees are required to read the Code of Conduct carefully and to also be loyal to the principles it expresses. Everyone in the Kindergarten can contribute to positive working environment for all staff, and to our Service's reputation for excellence.</i></p> <p><i>Our continued dedication to high ethical standards makes us a responsible corporate citizen and will help us all, together, to maintain our Kindergarten's high standards of service and our future financial sustainability and growth.</i></p>