

YMCA Ballarat Policy – Code of Conduct

Policy Number	Date Approved	Date Last Amended	Status
CS230-O(OP)	23/01/2019		Approved

1. PURPOSE

This policy will provide guidelines to:

- establish a standard of behaviour for the Approved Provider, Nominated Supervisor, educators and all staff at Ballarat YMCA Children’s Services (YMCA) that reflects the philosophy, beliefs, objectives and values of the service;
- promote desirable and appropriate behaviour;
- ensure that all staff interaction at the service with both children and adults is respectful, honest, courteous, sensitive, tactful and considerate.

2. SCOPE

The scope of this policy applies to all:

- Board members, sub-committee members, staff, students and volunteers;
- Approved Children’s Services that operate under the Education and Care Services National Regulations, 2011. This includes Before and After School Care Services, Vacation Care, Early Learning Centres and Kindergartens.

It is recognised that every member of the service impacts on the children’s health and can contribute to creating an environment that promotes positive mental health. All members of our service, including educators, staff, children, families and volunteers will be supported to meet this policy.

3. POLICY

YMCA encourages our services to:

- consider the wellbeing of each child at the service as paramount;
- maintain a duty of care towards all children at the service;
- provide a safe and secure environment for all at the service;
- respect the rights of the child;
- provide an open, welcoming environment in which everyone’s contribution is valued and respected;
- encourage parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service;
- respect individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal;
- adhere to the professional standards at all times and engage in ethical conduct.

4. LEGISLATIVE AND INDUSTRY REQUIREMENTS

Charter of Human Rights and Responsibilities Act 2006 (Vic)

Children, Youth and Families Act 2005 (Vic), as amended 2011

Child Wellbeing and Safety Act 2005 (Vic), as amended 2011

Disability Discrimination Act 1992 (Cth)

Education and Care Services National Law Act 2010: Sections 166, 167, 174

Education and Care Services National Regulations 2011: Regulations 155, 156, 157, 175

Equal Opportunity Act 2010 (Vic)

Fair Work Act 2009 (Cth)

Fair Work Regulations 2009 (Cth)

National Quality Standard, Quality Area 4: *Staffing Arrangements*

a. Standard 4.2: Management, educators, and staff are collaborative, respectful and ethical

– Element 4.2.2: Professional standards guide practice, interactions and relationships

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007

Racial Discrimination Act 1975

Racial and Religious Tolerance Act 2001 (Vic)

Sex Discrimination Act 1984 (Cth)

5. DEFINITIONS

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Ethical conduct: Always act in the best interests of children, their parents/guardians and families, and users of the service.

Respect: Value the rights, religious beliefs and practices of individuals. Refrain from actions and behaviour that constitute harassment or discrimination.

6. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Children's Services Manager	<p>The Children's Services Manager is responsible for the development, monitoring and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>Facilitate annual policy training to Children's Services educators on the appropriate implementation and use of policy.</p>
Children's Services Team	<p>YMCA nominated supervisor and/or service management will oversee the implementation and service adherence to this policy (ie policy compliance).</p> <p>Nominated supervisor and/or person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>All educators will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children.</p>
Managers and Supervisors	<p>Responsible for addressing any instance of non-compliance with this Policy, and implementing strategies to help prevent non-compliance with this Policy.</p> <p>Responsible for implementing the processes outlined in this Policy, in accordance with this Policy, as required.</p> <p>Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students.	<p>Responsible for meeting the requirements outlined in this Policy.</p> <p>Responsible for raising concerns or complaints in accordance with this Policy.</p>

7. MONITORING AND/OR EVALUATION

This Policy will be reviewed every 3 years.

The ongoing monitoring and compliance to this policy will be overseen by Centre/Service Managers and Children's Services. Each program will complete an annual self-assessment against this policy and the legislated standards from which it was drawn. The National Quality Framework Ratings and Assessment process, and Service Approval conditions, will also assist in

the external audit and monitoring of the policy, by delegates of the Department of Education and Early Childhood Development.

The evaluation of the policy will be facilitated by Children's Services using local stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.

Children's Services will drive the active engagement of all key stakeholders at the formal reviews to ensure the policy is reviewed in accordance with the YMCA Ballarat Policy Framework and National Quality Framework.

8. SUPPORTING DOCUMENTS

This Policy is supported by the Code of Conduct Procedure and supporting resources which are designed to assist managers in complying with this Policy.

- Children's Services Regulations (2009): Section 97, Outdoor space (1c)
- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for children)
- Victorian Early Years Learning and Development Framework (VEYLDF)
- National Early Years Learning Framework (EYLF)
- Education and Care Services National Law Act 2010: Section 167
- Education and Care Services National Regulations 2011: regulations 114, 168 (2) (a) (ii)
- National Quality Standard for Early Childhood Education and Care and School Age Care
- DEECD Serious Incident Notification Form

9. APPROVAL AND REVIEW

Approved By

Name: Brooke LeSeuer
Position: CEO
Meeting Name: Executive Team
Meeting Date: 23/01/2019
Effective Date: 23/01/2019
Review Date: 23/01/2022
Policy Owner: Nancy Drever, Childrens Services Manager
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Amendments

Version	Date	Author	Change Description
V1			
V2			
V3			