



St. Catherine's Early Education Centre STAFF CODE OF CONDUCT

Policy Code: CS-04

Version: 2026-V1

Applies to: This Code of Conduct outlines the standards of behaviour expected of all educators, staff, volunteers, students, contractors and Board members and the Approved Provider.

1. Purpose

St Catherine's Early Education Centre is committed to maintaining a safe, respectful and professional environment where children's safety and wellbeing are the paramount consideration.

All personnel must act in ways that uphold:

- The Victorian Child Safe Standards (2022)
- The Reportable Conduct Scheme
- The Education and Care Services National Law & Regulations
- Service policies and procedures

2. Commitment to Child Safety

All staff must:

- Act in the best interests of children at all times
- Treat children with respect, dignity and fairness
- Promote children's rights, participation and voice
- Maintain zero tolerance for child abuse
- Take all allegations or concerns seriously
- Comply with mandatory reporting obligations
- Report any child safety concerns immediately



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Child safety is a shared responsibility and overrides all other considerations.

3. Professional Boundaries

Staff must:

- Maintain clear professional boundaries with children and families
- Avoid favouritism or exclusive relationships
- Avoid situations where they are alone with a child outside supervision protocols
- Never initiate or engage in inappropriate physical contact
- Ensure physical contact is appropriate, necessary and in the child's best interest
- Avoid gift-giving that may be perceived as preferential

Staff must never:

- Engage in sexualised behaviour toward a child
- Use physical punishment or degrading discipline
- Develop personal or secretive relationships with children

4. Respectful Interactions

Staff are expected to:

- Speak to children in a calm and respectful manner
- Use positive guidance strategies
- Promote inclusive and anti-discriminatory practice
- Respect cultural, linguistic and individual differences
- Model respectful communication at all times

Staff must not:

- Shout at, humiliate or shame children
- Use sarcasm or belittling language
- Engage in discriminatory behaviour

5. Workforce Integrity & Screening

Staff must:



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- Maintain a valid Working with Children Check
- Notify management of any change in WWCC status
- Disclose any criminal charges or investigations relevant to their role
- Comply with recruitment and screening requirements

6. Use of Digital Technologies

Staff must:

- Not use personal devices in children's areas
- Not photograph children on personal devices
- Maintain professional boundaries on social media
- Not connect with enrolled children via personal platforms
- Protect confidentiality of digital records

Any inappropriate digital conduct may result in disciplinary action.

7. Confidentiality & Privacy

Staff must:

- Protect children's personal information
- Maintain confidentiality regarding families and staff
- Share information only on a need-to-know basis
- Follow privacy legislation and service policy

8. Reporting Obligations

Staff must:

- Immediately report any child protection concerns
- Report suspected Reportable Conduct
- Raise concerns about colleague conduct
- Support investigations with honesty and cooperation

Failure to report concerns is a breach of this Code.



9. Health, Safety & Supervision

Staff must:

- Follow supervision plans
- Maintain required educator-to-child ratios
- Actively supervise children at all times
- Follow risk assessment procedures
- Comply with emergency management procedures

10. Professional Conduct & Integrity

Staff must:

- Demonstrate ethical and professional behaviour
- Follow lawful and reasonable directions
- Engage in required professional development
- Avoid conflicts of interest
- Not consume alcohol or illicit substances while on duty

11. Breach of Code

Breaches of this Code may result in:

- Disciplinary action
- Reportable Conduct notification
- Mandatory reporting
- Suspension or termination
- Notification to regulatory authorities

12. Acknowledgement

I acknowledge that I have read, understood and agree to comply with the St Catherine's Early Education Centre Staff Code of Conduct.

Name: _____

Signature: _____

Date: _____



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Standards (2022), Reportable Conduct Scheme, Education & Care Services
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Approved By: Director

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