

Early Years - Procedure

Code of Conduct

Procedure Number:	D21-77365	Directorate:	Connected Communities
Approval by:	Manager Early Years	Responsible Officer:	Strategic Partnerships and Planning Lead; Policy & Planning Officer
Approval Date:	17/09/2025	Version Number:	3.0
Review Date:	3 Years from approval date	Service Type:	    
Related Quality Area or Sector Standard	QA7 – Governance and Leadership Child Safe Standards National Model Code		

Purpose

This procedure outlines the guidelines and responsibilities for Early Years Services to:

- Follow and comply with the Knox City Council Code of Conduct, Early Years Code of Conduct and Child Safe Standards Code of Conduct.
- Uphold the Early Years Vision, Purpose and assigned Philosophies.
- Promote interactions face to face and online that are respectful, honest, courteous, sensitive, tactful and considerate.
- Outline the desired and appropriate behaviours when interacting with staff, children and families.

Policy Statement

Council Early Years Services are committed to:

- The safety and wellbeing of all staff and the members of our service's community.
- Fostering relationships that are based on the principles of mutual respect, equity and fairness.
- Encouraging both adults and children to identify and raise concerns through the appropriate channels to maintain a culture of reporting and pro-actively responding to concerns.

Scope

This procedure applies to the approved provider, nominated supervisor, persons in day-to-day charge, coordinator, team leader, early childhood teachers, educators, staff, additional assistants, Maternal Child Health Nurses, Preschool Field Officers, Playgroup Facilitators, students on placement, volunteers, families, children and others attending the program and activities of Council Early Years Services.

Responsibilities

Approved Provider

- Maintain a tidy, professional appearance and wear clothing (or Knox uniform, as applicable) that is neat, safe, practical and appropriate to our work.

Nominated Supervisor

- Guide and enforce *Knox City Council Code of Conduct* [Code of Conduct Policy](#) and [Child Safe Standard Code of Conduct](#).

**Person in Day-to-Day
Charge
Coordinator**

Team Leader

- Ensuring that volunteers, students and parents/guardians comply with the *Education and Care Services National Regulations 2011* and *Education and Care Services National Law* and all service policies and procedures (*Regulations 170*) including the [Staff Code of Conduct Policy](#), [Child Safe Policy](#), [Interactions with Children](#) and [Privacy and Confidentiality Policy](#) while attending the service
- Ensure copies of policies and procedures (including code of conducts) are readily available and accessible to all staff, volunteers and families.
- Guide and enforce the [eSafety, Digital Technologies and Use of Personal Devices in the Early Years Procedure](#).
- Providing a workplace that is free from unlawful discrimination, harassment, victimisation and bullying where all persons attending are treated with dignity, courtesy and respect.
- Ensuring racism within the service is identified, confronted and not tolerated.
- Taking appropriate disciplinary or legal action or reviewing the terms of employment in the event of misconduct or a serious breach of the *Early Years Code of Conduct Procedure*.
- Ensuring all early childhood teachers/educators/other staff, volunteers, students and parents/guardians are aware of behaviours that are considered concerning, misconduct, or criminal conduct within the service.
- Responding to any concerns or complaints of child harm or abuse promptly and in line with [Knox City Council Complaints Policy](#).
- Leading others by being a positive role model that puts children first, prioritises training and education and having a culture of continuous improvement.
- Updating and reviewing the *Early Years Code of Conduct* in collaboration with all staff, educators and families.
- Ensuring that early childhood teachers/educators/other staff, volunteers, students and parents/guardians are provided with a copy of this policy on employment, engagement (including Induction) or enrolment.
- The current codes of conduct are publicly displayed and promoted to everyone including contractors and visitors.
- Ensuring that the codes of conduct are regularly discussed at staff meetings to reinforce expectations
- Developing a culture of accountability within the service for complying with the code of conduct and responding when behavioural expectations are not adhered.
- Promoting cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds.
- Promoting cultural safety, participation and empowerment of Aboriginal or Torres Strait Islander children.
- Promoting cultural safety, participation and empowerment of children with a disability and/or learning challenges.
- Not expressing personal views on cultures, race, and sexuality in the presence of children and families.
- Not discriminating against any child because of culture, race, ethnicity, disability or developmental delay.
- Dress appropriately for their role and nature of work.
- Reading and understanding all Knox City Council Early Years Policies and Procedures.
- Adhering to the *Early Years Code of Conduct* at all times.

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| Early Childhood Teacher | <ul style="list-style-type: none">• Maintain a tidy, professional appearance and wear clothing (or Knox uniform, as applicable) that is neat, safe, practical and appropriate to our work. |
| Educators | <ul style="list-style-type: none">• Staff name badges must be worn at all times. |
| And all other Staff | <ul style="list-style-type: none">• Working with Children Checks (WWCC) identification and Victorian Registration of Teaching (VIT) must be readily available at all times. Maternal and Child Health Nurses must have AHPRA Registration for Division 1 Registered Nurse and as a Registered Midwife, a Post Graduate Degree in Child and Family Health and current Police Check.• Comply and follow Council and Early Years Smoke, Tobacco and Vape Free Environment Procedure.• Comply and follow Council's Fit to Work Procedure in relation to zero tolerance of drug and alcohol whilst completing work duties.• Follow through on their obligations as part of the Council's Code of Conduct, and conducting themselves in the appropriate behaviours as outlined in the Knox Council Code of Conduct whilst face to face and online.• As per <i>The National Model Code</i> all staff are prohibited from using or wearing personal devices that can take images, photos, videos, personal storage devices and file transfer media whilst working directly with children. This can include, but is not limited to phones, tablets, digital cameras, smart watches with camera recording functions, wearables such as camera glasses, SD cards, USB drives, USB drives.• As per the eSafety, Digital Technologies and Use of Personal Devices in Early years Procedure, all staff to store their phone in a safe location where it is not in use when directly working with children.• To refrain from partaking in conflicts of interests as per the <i>Local Government Law Act</i>, this can include providing services such as 'babysitting' or 'child minding' to children that attend any Early Years Site.• Notifying the relevant people leader as soon as possible regarding outside employment as per Outside Employment Policy and Procedure.• Notifying the relevant people leader if there has been a breach to and of the following: <i>Knox City Council Code of Conduct Early Years</i> Code of Conduct Policy, Child Safe Standard Code of Conduct.• Where a staff member works at the same location their child is provided education care, thought and consideration is given to where the staff member is placed for their work duties.• Maintaining Child Safe Standards in place to protect the health, safety and wellbeing of children attending a KCC Early Years Service through protecting children from any reasonable, foreseeable risk of injury or harm.• Conducting themselves in an ethical manner in accordance with legislative and statutory guidelines and Knox Council Code of Conduct.• Maintaining compliance with all Commonwealth, State and Local Government legislative and regulatory requirements relevant to the management and provision of KCC Early Years Services.• Promoting cultural safety, participation and empowerment of children with a disability and/or learning challenges, Aboriginal or Torres Strait Islander children or culturally and/or linguistically diverse backgrounds.• Not expressing personal views on cultures, race, and sexuality in the presence of children and families. |

- Not discriminating against any child because of culture, race, ethnicity, disability or developmental delay.
- Reading and understanding all Knox City Council Early Years Policies and Procedures.
- Attending designated staff meetings to fulfil staff position descriptions.
- Being attentive to signs of harm and facilitating child-friendly ways for children to communicate and raise their concerns.
- Adhering to the *Early Years Code of Conduct* at all times.

Parent/Guardians

- Read and acknowledge the *Early Years Code of Conduct Procedure*.
- Conduct themselves with a respectful manner whilst onsite at Early Years Services, and when interacting with Early Years staff and community members.
- Provide feedback on policy and procedures where appropriate.
- Communicate with Early Years Staff to support the learning, development and wellbeing of their child.
- Where a parent or guardian is a KCC Early Years staff member, they must respect all council procedures, along with protocols for their enrolment such as a child's room or service location placement.

Contractors, Volunteers, Students

- Comply and follow Council's [Fit to Work Procedure](#) in relation to zero tolerance of drug and alcohol whilst completing work duties.
- Wear a name badge that identifies the reason for attendance at the Early Years Service.
- Contractors, Volunteers and Students are inducted in the Early Years service, where they are made aware of [the Knox Council Code of Conduct](#), [Early Years Code of Conduct](#) and [Child Safe Code of Conduct](#).
- Ensuring all volunteers and students complete Child Safe Training prior to or at commencement at a service as per [Participation of Students and Volunteers Procedure](#).
- Check and record the status of the Working with Children (WWCC) Check of volunteers, students and contractors where required as per [Participation of Students and Volunteers Procedure](#).
- Maintain a tidy, professional appearance and wear clothing that is neat, safe, practical and appropriate to the work.
- Ensuring that volunteers, students and parents/guardians comply with the *Education and Care Services National Regulations 2011* and *Education and Care Services National Law* and all service policies and procedures (*Regulations 170*) including the [Staff Code of Conduct Policy](#), [Child Safe Policy](#), [Interactions with Children](#) and [Privacy and Confidentiality Policy](#) while attending the service.
- Visitors must comply with the [eSafety, Digital Technologies and Use of Personal Devices in Early Years Procedure](#), which includes Volunteers and contractors are prohibited from using/wearing devices that can take photos, videos, or recordings of children on personal devices.

Dress Code

As per the Knox City Council Code of Conduct, all staff, visitors and volunteers "We will maintain a tidy, professional appearance and wear clothing (or Knox uniform, as applicable) that is neat, safe, practical and appropriate to our work."

Early Years Staff will:

- Present themselves in clothing and footwear that is neat, clean, respectful and in good condition.

- Be dressed in a style that is appropriate to the professional image of a staff representing Council (this may include wearing Council uniform).
- Wear clothing that is neat, practical and appropriate to the nature of their work.
- Role model 'Sun Smart' attire by dressing appropriately and complying with the recommended sun protection guidelines for all activities conducted outside.

In relation to footwear Early Years Staff must:

- Wear footwear that allows staff to move safely and quickly when required.
- For staff working directly with children wearing footwear that is flat heeled, sturdy and have enclosed toes.
- For staff that work in a commercial kitchen – to wear fully enclosed, slip resistant, water resistant and lace free footwear. Refer to *Food Safety Program & documents*.

Related References

- [Community Plan \(2021–31\)](#)
- [Council and Health and Wellbeing Plan \(2021–25\)](#)

Related Policies & Procedures

- [Knox City Council Code of Conduct](#)
- [Knox City Council Fit to Work Procedure](#)
- [Knox City Council Social Media Policy](#)
- [Knox City Council Outside Employment Policy and Procedure](#)
- [Knox City Council Child Safe Code of Conduct](#)
- [eSafety, Digital Technology and Use of Personal Devices in Early Years Procedure](#)
- [Staffing Arrangements Procedure](#)
- [Food Safety Program](#)
- [Sun Protection Procedure](#)
- [Smoke, Tobacco and Vape Free Environment Procedure](#)
- [Child Safe Environment and Wellbeing](#)
- [Knox City Council Complaints Procedure](#)
- [Equity, Diversity and Inclusions](#)
- [Relationships with Children](#)
- [Supervision of Children](#)

Relevant Legislation and Standards

- [Child Safe Standards](#)
- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#)
- [Early Childhood Australia Code of Ethics](#)
- [National Quality Standards](#)
- [National Model Code](#)
- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [Online Safety Act 2021](#)

Definitions

Term	Meaning
Code of Conduct	A set of behaviours and attributes that define how the designated staff will operate whilst they complete their work duties.
Discriminate	To treat a person or particular group of people differently, especially in a worse way from the way in which you treat other people because of their race, gender, sexuality.
Harassment	When someone is demeaning, derogatory or intimidating towards another person.
Victimisation	When someone is treated less favourably as a result of being involved with a discrimination or harassment complaint.
Bullying	Seek to harm, intimidate, or coerce.
Racism	When a person is treated worse, excluded, disadvantaged, harassed, bullied, humiliated or degraded because of their race or ethnicity.
Respect	Demonstrating regard for the rights of individuals, for different values and points of views.
Sexism	Prejudice, stereotyping, or discrimination, typically against women, on the basis of sex.
The National Model Code	The National Model Code and Guidelines are intended to support early childhood educators, as champions of child safety, and complement relevant child safety activities and strategies already in place across the early childhood education and care sector.
Personal Device	A digital device that that is purchased or owned by an individual rather than an organisation. This is a device that is not issued by an employer.
Wearable Technologies	Digital technologies that can be worn, e.g. watches, fitness tracking devices, jewellery and clothes made with electronic textiles.

Please see [Early Years Quality System Glossary and Definitions](#) for further glossary and definitions.

Charter of Human Rights

This policy has been assessed against and complies with the [Charter of Human Rights & responsibilities Act 2006](#). The [Simplified Version of the United Nations Convention of the Rights](#) of the Child has also been considered.

Equity Impact Assessment Statement

This Procedure has been assessed through the Equity Impact Assessment Checklist & Inclusive Language Guide. The following groups have been considered in how their lived experience is considered and respected in the creation of documents for the Quality document system (Woman, Men, Young people/children, LGBTQI+ Communities and Gender Diverse People, First Nations People, People with Disabilities including Mental Health, Culturally and



Linguistically Diverse People, low-income households & Senior Communities).

Staff: For all related Early Years Policies and Procedures, please refer to [Early Years Team Site](#) and [Quality Documents Page](#). All staff working for Knox City Council Early Years Services are required to read and understand all Knox City Council Early Years Policies and Procedures.

Families: For all related Early Years Policies and Procedures, please refer to [Council’s website](#). We strongly recommend all families enrolling in Knox City Council Early Years Services read the Knox City Council Early Years Services Policies and Procedures

Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this procedure. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

The most current amendments to listed legislation can be found at:
Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
Commonwealth Legislation – Federal Register of Legislation:

Version Updates

v#	Date	Section	Changes (Brief)
V 3.0	04/09/2025	Whole document	Updated to include provisions for The National Model Code, updated dress code requirements, and conflict of interest information