

CODE OF ETHICS

We, Elder Street Early Childhood Centre hereby state that we comply with and understand the conditions of our Code of Ethics in caring for children.

1. Arrival and Departure

- (1) There Licensee of the service must ensure that a system is in place at the premises of the service that allows for the person who brings a child to the premises to record in the service's attendance records the time of the child's arrival and sign the record.
- (2) The Authorised Supervisor of a service must ensure that a system is in place at the premises of the service that allows for the person who collects a child from the premises to record in the service's attendance record the time of the child's departure from the premises and sign the record.
- (3) The Authorised Supervisor of a service must ensure that when a child leaves the premises of a service the person who collects the child is the child's parent or a responsible person who is authorised in writing by the child's parent to collect the child.
- (4) If it is not possible to comply with subclause (3), the authorised supervisor of a service must ensure that alternative arrangements to secure the safety and welfare of the child have been made before the child is permitted to leave the premises.
- (5) The Authorised Supervisor of a service must ensure that when a child arrives at the premises of the service a member of staff of the service receives the child.
- (6) The Licensee of a service must ensure that if a school age child arrives or leaves unaccompanied by a parent the arrival or departure is in accordance with procedures agreed to in writing by the child's parent.

2. Child Health and Protection

- (1) The Authorised Supervisor of a service must ensure that all members of staff of the service observe strict hygiene and health practices:
 - (a) That have regard to current community standards, and
 - (b) Are in accordance with relevant government guidelines to minimise risks to children in relation to children at the service
- (2) Primary contact staff must encourage children to observe these practices
- (3) The Authorised Supervisor of a service must ensure that:
 - (a) No alcohol or other drugs are consumed on any part of the premises of the service at any time when the service is being provided to children, and
 - (b) No tobacco is smoked on any part of the premises of the service at any time when the service is being provided to children and that all practicable steps are taken to ensure that no tobacco is smoked on any part of the premises that is indoors at any other time.
 - (c) No inappropriate, offensive or suggestive language or comments are to be used by staff or other visitors to the service when service is being provided to children.

3. Food and Drinks

- (1) The Authorised Supervisor of a service must ensure that food and drink provided to children at the premises of the service is consistent with the Dietary Guide NB: See also relevant provisions of the Food Act 1989 and the Food (General) regulation 1992.
- (2) Primary contact staff must ensure that drinking water is provided and available to children at all times while the service is being provided.
- (3) The Authorised Supervisor of a service must ensure that each child at the service is provided with food and drinks that are nutritious, adequate in quantity, varied, offered at frequent intervals and appropriate to the developmental needs of the child.
- (4) The Authorised Supervisor of a service must ensure that information is readily accessible to parents of the children enrolled for the service outlining the approach taken to meet the nutritional needs of children, including each child's special dietary needs, culture and religion.
- (5) The Licensee of a centre based child care service must ensure that a menu that outlines the food to be provided each day at the premises of the service during each two week period is prominently displayed in a place visible to parents.
- (6) The Authorised Supervisor of a service must ensure that information is readily accessible to parents providing food for their children to consume at the premises of the service to assist them in providing food that is varied, adequate in quantity, appropriate to the developmental needs of children and consistent with Dietary Guide.
- (7) The Authorised Supervisor of a service must ensure that, if a child is provided with the service for 8 hours or more, the child is provided with at least 50% of the Recommended Daily Intakes (RDI) of nutrients set out in Table 1 of the Dietary Guide and that the menu is consistent with the Dietary Guide whether or not food is provided for the child by a parent of the child.
- (8) In this clause Dietary Guide means the guide prepared by C Burney and L Williams and published by the Department of Health entitled "Caring for Children – Food, Nutrition and Fun Activities 4th Edition.

4. Illness and Accident

- (1) The Authorised Supervisor of a service must ensure that if a child has an accident or becomes ill while being provided within the service that:
 - (a) The child is kept under adult supervision until the child recovers or a parent of the child or some other responsible person takes charge of the child, and
 - (b) If the child requires medical aid, all reasonable attempts are taken to secure that attention, and
 - (c) Every reasonable attempt is made to notify a parent of the accident or illness as soon as practically possible, and
 - (d) The child is returned as soon as practicably to the care of a person responsible for the child
- (2) The Authorised Supervisor of a service must ensure that a record of the accident is given to the child's parent.
- (3) The Authorised Supervisor of a service must ensure that a parent or other responsible person is notified of any medication administered to a child being provided with the service and of any other matter concerning the

child's health that comes to any of the primary contact staff notice while the child is being provided with the service.

- (4) Primary contact staff must ensure that if a child has a serious accident that causes hospitalisation or death while being provided with the service, notice of the accident is immediately given to the Authorised Supervisor.
- (5) On being notified of a serious accident that caused hospitalisation of a child being provided with a service, the authorised supervisor of the service must immediately cause notice of that fact to be given to both the licensee and:
 - (a) a parent of the child, and
 - (b) the Director-General, and
 - (c) the licensee of the service (unless they are the authorised supervisor)
- (6) On being notified of the death of a child being provided with a service, the Authorised Supervisor of the service must immediately cause notice of that fact to be given to:
 - (a) a parent of the child, and
 - (b) a police officer, and
 - (c) the Director-General, and
 - (d) the licensee of the service (unless they are the authorised supervisor)

5. Infectious Diseases

- (1) The Licensee of a service must ensure that a policy on infectious diseases that outlines the exclusion practices and conditions for return to care for children who have an infectious disease or who have been exposed to an infectious disease is developed and maintained for the service.
- (2) Primary contact staff must ensure that the policy is practised.
- (3) The Authorised Supervisor of a service must ensure that information about the occurrence within the service of significant infectious disease in either staff or the service or children is made available to the parents and other persons responsible for children at the service in a manner that is not prejudicial to the rights of the individual children or staff.
- (4) Nothing in this clause authorises the disclosure of any information concerning exposure to or infection by Human Immunodeficiency Virus (HIV) or Acquired Immunodeficiency Syndrome (AIDS).

6. Medication

- (1) The Authorised Supervisor of a service must ensure that if medication is administered to a child at the service at the request of a parent or other person responsible for the child, the parent or other responsible person is notified of the following:
 - (a) the name of the medication, and
 - (b) the date, time and dosage administered, and

- (c) the name and signature of the person who administered the medication and the person who checked the dosage.
- (2) The Authorised Supervisor of a service must ensure that primary contact staff only administer medication to a child from its original packaging. In the case of prescription medication, this must only be administered to the child for whom it has been prescribed, from a container bearing the child's name and with a current use by date.
- (3) The Authorised Supervisor of a service must ensure that medication is only administered to a child for whom the service is being provided with the written permission of a parent or other responsible person for the child or with the approval of a doctor.

7. Parental Access to Children

- (1) The Licensee of a service must ensure that procedures are in place to ensure that any parent that the licensee knows to have been denied access to a child by a court order affecting the custody or residence of, or access to the child, is excluded from the premises of the service at all times.
- (2) The licensee of a service must ensure that any parent not subject to such orders can:
 - (a) have access to his or her child at any time during the hours the child is at the service, and
 - (b) exchange information about his or her child with primary contact staff on an ongoing basis

8. Service Program

- (1) The Authorised Supervisor of a service must ensure that primary contact staff provide a program of activities designed to stimulate and develop each child's social, physical, emotional, cognitive, language and creative potential and that is appropriate to the individual needs and development level of each child. The activities that are provided must be capable of engaging the interest of children and be appropriate to the development of children.
- (2) The Authorised Supervisor of a service must ensure that the program has a balance of indoor and outdoor activities and include activities that can be freely chosen by and are easily accessible to children.

9. Interactions with Children

- (1) The primary contact staff of a service must interact with children for whom the service is being provided in a way that ensures that:
 - (a) the children are guided age appropriately and positively towards appropriate and responsible behaviour, and
 - (b) the children have the opportunity to freely choose activities and problem solve and have access to learning experiences, and
 - (c) the children are encouraged and supported towards self reliance and the development of positive self esteem, and

- (d) the children are not required to perform duties that are unreasonable, having regard to each child's age and physical and intellectual development
- (3) The primary contact staff of a service must ensure that the dignity and rights of each child for whom the service is being provided are maintained at all times and that:
- (a) behaviour intervention and support techniques do not include physical, verbal or emotional punishment, including for example, punishment that humiliates, frightens or threatens the child, and
 - (b) the child is not isolated for any reason other than illness, accident or a pre-arranged appointment with parental consent, and
 - (c) a child is given positive behaviour intervention and support directed towards acceptable behaviour with encouragement freely given, and
 - (d) the values of the child's family are respected, and
 - (e) the child is given support in the child's learning experiences, and
 - (f) the child is not required to sleep or rest against the child's wishes or needs.
- (4) Primary staff need to be aware of the following definitions regarding Child Protection issues of abuse relating to interactions with children and that they are all reportable conduct:

Definitions:

- "Reportable allegation" means an allegation of reportable conduct against an employee or an allegation of misconduct that may involve reportable conduct.
- "Reportable conviction" means a conviction (including a finding of guilt without the court proceeding to a conviction) in NSW or elsewhere, of an offence involving reportable conduct.
- "Reportable conduct" means:
 - (a) any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including child pornography offence), or
 - (b) any assault, ill-treatment or neglect of a child, or
 - (c) any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.
 "Reportable conduct" does not include:
 - (a) conduct that is reasonable for the purposes of the discipline, management of care of children, having regard to the age, maturity health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
 - (b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures, or
 - (c) conduct of a class or kind exempted from being reportable conduct by the Ombudsman under section 25CA (this section does not currently relate to the children's services sector)
- "Child" means a person under the age of 18 years
- "Employee" includes:
 - any employee of the agency, whether or not employed in connection with any work or activities that relate to children, and
 - any person engaged by the agency to provide services to children, including volunteers, work experience students and students on placement.

There are different forms of child abuse. These include neglect, sexual, physical and emotional abuse.

Neglect

Child neglect is the continued failure by a parent or caregiver to provide a child with the basic things needed for his or her proper growth and development, such as food, clothing, shelter, medical and dental care and adequate supervision.

Sexual Abuse

Sexual abuse is when someone involves a child or young person in a sexual activity by using their power over them or taking advantage of their trust.

Often children are bribed or threatened physically or psychologically to make them participate in the activity. Child sexual abuse is a crime.

Physical Abuse

Physical abuse is a non-accidental injury or pattern of injuries to a child caused by a parent, caregiver or any other person. It includes but is not limited to injuries which are caused by excessive discipline, severe beatings or shakings, cigarette burns, attempted strangulation and female genital mutilation.

Injuries include bruising, lacerations or welts, burns, fractures or dislocation of joints. Hitting a child around the head or neck and/or using a stick, belt or other object to discipline or punishing a child (in a non trivial way) is a crime.

Emotional Abuse

Emotional abuse is behaviour by a parent or caregiver which destroys a child's confidence resulting in significant emotional disturbance or trauma. This can include a range of behaviours such as excessive criticism, withholding affection, exposure to domestic violence, intimidation or threatening behaviour.

10. Service to be provided only to children enrolled at service

The Authorised Supervisor of a service must ensure that only children under school age who are enrolled for the service are provided with the service.