



CODE OF CONDUCT POLICY

1. POLICY STATEMENT

Kilkenny OSHC is committed to maintaining an inclusive, respectful and child-safe environment that promotes professional integrity, collaboration and ethical conduct.

All educators, staff, volunteers and leaders at Kilkenny OSHC must:

- Act in the best interests of children always
- Uphold professional and ethical standards
- Maintain respectful relationships
- Protect children from harm
- Model safe, lawful and professional behaviour

In accordance with Section 2A of the National Law (commencing 2026), **the safety, rights and best interests of children are the paramount consideration in all decisions and operations** at Kilkenny OSHC.

This policy is guided by:

- Early Childhood Australia Code of Ethics (2016)
- Education and Care Services National Law
- Education and Care Services National Regulations
- Children and Young People (Safety) Act 2017
- National Principles for Child Safe Organisations

Regulatory Authority:
Education Standards Board





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2. NATIONAL QUALITY STANDARD ALIGNMENT

Quality Area 4 – Staffing Arrangements

- 4.2.1 Professional collaboration
- 4.2.2 Professional standards

Quality Area 7 – Governance and Leadership

- 7.1.1 Service philosophy
- 7.1.3 Roles and responsibilities

3. PURPOSE

This Code establishes:

- Clear behavioural expectations
- Professional boundaries
- Ethical standards
- Child safe conduct requirements
- Accountability mechanisms

It ensures all staff understand their duty of care and their obligations under child protection, workplace and regulatory law.

4. SCOPE

This policy applies to:

- Approved Provider
- Nominated Supervisor
- Responsible Person
- Educators
- Staff
- Students
- Volunteers
- Contractors
- Visitors





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5. CHILD SAFE COMMITMENT

Kilkenny OSHC:

- Has zero tolerance for child abuse
- Embeds child safety into governance and practice
- Listens to children's voices
- Promotes cultural safety for Aboriginal children
- Promotes safety and empowerment of children from culturally and linguistically diverse backgrounds
- Promotes safety and inclusion for children with disability

All staff understand: **child safety is everyone's responsibility.**

6. PROFESSIONAL CONDUCT EXPECTATIONS

All staff at Kilkenny OSHC must:

6.1 Professional Behaviour

- Act honestly, ethically and lawfully
- Maintain professional boundaries
- Be respectful and inclusive
- Work collaboratively
- Model positive behaviour

6.2 Duty of Care

Staff must:

- Provide adequate supervision (Section 165 National Law)
- Protect children from harm and hazards (Section 167)
- Respond immediately to safety concerns
- Follow all child protection procedures





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6.3 Mandatory Reporting (South Australia)

Under the **Children and Young People (Safety) Act 2017 (SA)**, mandated notifiers must report reasonable suspicion of harm or risk of harm to:

- Child Abuse Report Line (CARL) – 13 14 78
- Police (000 in emergencies)

Failure to report may constitute a breach of law and this Code.

7. PROHIBITED CONDUCT

Staff must never:

- Subject a child to inappropriate conduct (National Law amendments 2026)
- Engage in physical, sexual or psychological abuse
- Groom a child
- Use humiliating or degrading language
- Show favouritism
- Encourage secret communication
- Use sexualised language or gestures
- Be alone with a child in breach of supervision requirements
- Fail to report abuse

The following are also prohibited:

- Bullying, harassment or discrimination
- Racism (zero tolerance)
- Corruption or misuse of funds
- Accepting bribes
- Falsifying documentation
- Providing false or misleading information (including prohibition notices)





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8. WORKING WITH CHILDREN CHECK (SA)

All staff must:

- Hold a valid South Australian Working With Children Check
- Notify management within 24 hours of any change in status
- Notify management of any prohibition, suspension or disciplinary notice

Failure to maintain clearance will result in immediate removal from child-related duties.

9. ELECTRONIC DEVICES & DIGITAL SAFETY

(Part 6A – Devices in Education and Care Services)

Kilkenny OSHC strictly enforces digital safety requirements.

Staff must:

- Not possess personal devices capable of recording while working directly with children
- Use only Service-issued devices for images or videos
- Store images securely
- Not access personal phones while supervising
- Not use smart watches with camera/recording capability

Exemptions DIRECTOR/ RP ON EXCURSIONS must be approved in writing by the Approved Provider.

Breach of digital safety expectations is a serious misconduct matter.

10. SOCIAL MEDIA

Staff must:

- Not post negative or confidential information about the Service, families or children
- Not “friend” or request friendship from families
- Not communicate privately with children via social media
- Maintain professional online boundaries

All social media use must align with the Social Media Policy.





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11. USE OF ALCOHOL, DRUGS, VAPING & TOBACCO

Under Regulations 82 & 83:

- No smoking or vaping on or around premises
- No possession of vaping devices or substances
- No alcohol consumption while working
- No attendance at work under influence of drugs/alcohol

Staff prescribed medication affecting capacity must inform management confidentially.

12. DRESS & PRESENTATION

Staff must:

- Wear enclosed shoes
- Wear appropriate uniform
- Avoid offensive logos or political messaging
- Maintain safe hygiene standards
- Avoid strong perfumes

Professional presentation supports safety and modelling expectations.

13. BABYSITTING OUTSIDE HOURS

Kilkenny OSHC does not provide babysitting services.

If staff privately babysit:

- The Service accepts no liability
- Staff must inform management
- Staff remain bound by confidentiality obligations
- An Out of Hours Babysitting Waiver must be completed





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14. REPORTING A BREACH

Any person may report suspected misconduct, including:

- Breach of this Code
- Breach of National Law/Regulations
- Criminal conduct
- Child safety risks
- Corruption or fraud

Reports may be:

- Verbal
- Written
- Anonymous

Reports will be:

- Managed confidentially
- Investigated fairly
- Protected from victimisation

Child safety matters must be reported immediately to appropriate authorities.

15. LEADERSHIP RESPONSIBILITIES

Leaders at Kilkenny OSHC must:

- Model ethical conduct
- Ensure compliance with legislation
- Promote professional development
- Support staff wellbeing
- Respond promptly to breaches
- Maintain transparent decision-making
- Follow fair investigation processes





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16. DISCIPLINARY ACTION

Breaches may result in:

- Performance counselling
- Formal warning
- Mandatory retraining
- Suspension
- Termination of employment
- Referral to regulatory or law enforcement authorities

Serious child safety breaches will result in immediate action and regulatory notification.

17. RECORD KEEPING

Kilkenny OSHC will:

- Maintain secure and accurate records
- Restrict access to authorised personnel
- Retain records as required under Regulation 183
- Prohibit destruction of records without authorisation

18. CONTINUOUS IMPROVEMENT

This policy will be reviewed:

- Annually
- Following any serious misconduct
- Following legislative change
- Following regulatory advice

Families will be notified of changes within 14 days.

REVIEW DETAILS

POLICY REVIEWED BY	Graziella Panazzolo	OSHC DIRECTOR	
POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS	• Condensed the previous policy into an easier to read policy in dot points		
PREVIOUS MODIFICATIONS			





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