

Code of Conduct Policy



Beyond the Burrow
EARLY LEARNING & CARE

Service Name:	Beyond the Burrow Early Learning & Care
Policy Relevant to:	Approved Provider, PMC, Nominated Supervisor, all educators, Staff, Students, Volunteers, Contractors and Visitors
Last Review:	January 2026
Next Review:	January 2028
NQS:	4.1, 4.1.2, 4.2, 4.2.1, 4.2.2, 7.1.1, 7.1.3
ECS National Law:	r82, r84, r155, r168

Policy Statement / Rationale

Beyond the Burrow Early Learning & Care is committed to maintaining the highest standards of professional conduct, ethical behaviour, and integrity across all aspects of service delivery.

This Code of Conduct outlines the expected standards of behaviour for all individuals associated with Beyond the Burrow. It supports a culture of respect, accountability, child safety, and professionalism, and provides a clear framework for ethical decision-making in alignment with our service philosophy, governance responsibilities, and legislative obligations.

The Code of Conduct reflects Beyond the Burrow's commitment to protecting the rights, dignity, and wellbeing of all children, families, educators, and staff, and to fostering a safe, inclusive, and respectful learning and working environment.

Purpose

The purpose of this Code of Conduct is to:

- Clearly articulate expectations for professional and ethical behaviour
- Support safe, respectful, and inclusive interactions with children, families, colleagues, and the wider community
- Promote child-safe practices and a culture of accountability
- Guide ethical decision-making and professional judgement

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- Support compliance with the National Quality Framework, National Law and Regulations, and relevant legislation

Guiding Principles

All conduct at Beyond the Burrow is guided by the following principles:

- The rights, safety, and wellbeing of children are paramount
- Children are treated with dignity, respect, and care at all times
- Professional, ethical, and lawful behaviour is expected in all interactions
- Relationships are based on trust, respect, equity, and inclusion
- Diversity is valued, and cultural safety is actively promoted
- Confidentiality and privacy are respected
- Accountability and transparency underpin all decision-making

This Code of Conduct is informed by the Early Childhood Australia (ECA) Code of Ethics and the United Nations Convention on the Rights of the Child.

Professional Conduct Expectations

All individuals covered by this policy are expected to:

- Act honestly, ethically, and with integrity at all times
- Comply with all relevant legislation, regulations, policies, and procedures
- Perform their roles responsibly and within the scope of their position
- Maintain professional boundaries with children and families
- Communicate respectfully and professionally
- Support a positive, collaborative, and respectful workplace culture
- Maintain current and valid Working with Vulnerable People registration, where required
- Participate in ongoing professional learning as required

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Conduct Towards Children

Beyond the Burrow is committed to providing a child-safe environment.

All individuals must:

- Act in the best interests of children at all times
- Treat children with respect, fairness, and empathy
- Provide adequate supervision at all times
- Use positive, respectful, and age-appropriate language
- Support children's agency, participation, and inclusion
- Respect children's privacy and confidentiality
- Comply with child protection and mandatory reporting requirements

Unacceptable Conduct Towards Children

The following behaviours are strictly prohibited:

- Any form of physical, sexual, emotional, or psychological abuse
- Inappropriate physical contact or interactions
- Grooming behaviours
- Use of humiliating, threatening, or derogatory language
- Discrimination or exclusion of any child
- Failure to report suspected harm, abuse, or neglect

Conduct Towards Families

All individuals are expected to:

- Build respectful, collaborative partnerships with families
- Communicate openly, honestly, and professionally
- Respect family diversity, culture, values, and beliefs
- Maintain confidentiality of family and child information
- Respond to concerns in a respectful and timely manner

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Conduct Towards Colleagues and the Workplace

Beyond the Burrow promotes a safe and respectful workplace.

All individuals must:

- Treat colleagues with courtesy, respect, and professionalism
- Work collaboratively and support positive team relationships
- Avoid bullying, harassment, discrimination, or victimisation
- Communicate constructively and respectfully
- Use service property and resources responsibly

Unacceptable Workplace Conduct

- Bullying, harassment, or intimidation
- Discriminatory behaviour
- Abuse of power or position
- Misuse of service resources or information
- Being under the influence of alcohol or illicit substances while working

Confidentiality and Privacy

All individuals must protect the confidentiality and privacy of children, families, educators, and staff.

Confidential information:

- Must be stored securely
- Must only be accessed by authorised persons
- Must not be disclosed unless legally required or professionally necessary

Conflict of Interest

Any actual, potential, or perceived conflict of interest must be disclosed to Beyond the Burrow.

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Conflicts of interest will be managed transparently to ensure decisions are made fairly, ethically, and in the best interests of the service and children.

Compliance, Breaches, and Accountability

All individuals are required to comply with this Code of Conduct.
Breaches of the Code may result in:

- Supportive guidance or training
- Formal investigation
- Disciplinary action, up to and including termination of engagement
- Notification to relevant authorities where required

Responsibilities of Leadership

The Approved Provider and service leadership are responsible for:

- Modelling ethical and professional conduct
- Promoting a child-safe, inclusive, and respectful culture
- Ensuring this Code is implemented, understood, and followed
- Addressing breaches promptly, fairly, and transparently
- Supporting educators and staff through guidance and professional development

Implementation

All individuals covered by this policy are required to:

- Read and understand this Code of Conduct
- Acknowledge their commitment to complying with the Code
- Seek clarification if unsure about expectations or ethical obligations

This Code of Conduct is provided during induction and is accessible at all times.

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Related Policies and Documents

- Governance and Management Policy
- Child Safe Environment Policy
- Child Protection Policy
- Complaints and Grievances Policy
- Privacy and Confidentiality Policy
- Work Health and Safety Policy
- Interaction with Children Policy
- Quality Improvement Plan

Review History

<i>Policy Approved By:</i>	Charné Chandler	<i>Approved Provider/Director</i>	January 2026
<i>Policy Reviewed</i>	-	<i>Next Review Date</i>	January 2028
<i>Modifications</i>			