

4.2. Code of Ethics



Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.



Purpose

This policy is to establish guidelines for ethical responsibilities and expected behaviour for staff, volunteers, and students in Wyndham's Early Education and Care Services (EECS). This policy aims to ensure a safe, respectful, and inclusive environment for all stakeholders.



Policy Statement

EECS is committed to fostering a culture of integrity, respect, and ethical conduct in all interactions involving staff, children, families, contractors, volunteers, and students. This policy outlines the ethical responsibilities and expected behaviour for each stakeholder group to maintain a high standard of care and professionalism.



Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of EECS, including during offsite excursions and activities.

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<h3>Responsibilities</h3>	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure compliance with all relevant legislation and standards.	✓	✓			
Foster and maintain a supportive, collaborative, and inclusive work culture that upholds ethical principles.	✓	✓	✓		✓
Provide staff with resources and support to facilitate ethical conduct and decision-making aligned with ECA's Code of Ethics (<i>Appendix 4.2.1</i>)	✓	✓			
Regularly collaborate with all stakeholders to review and update the policy to align with current best practices.	✓	✓	✓	✓	✓
Lead by example, demonstrating ethical behaviour and professionalism .	✓	✓	✓		
Support staff in understanding and implementing ethical responsibilities.	✓	✓			
Oversee compliance with legislation and standards within their respective teams.	✓	✓	✓		
Prioritise the wellbeing and safety of children in all decisions and actions.	✓	✓	✓	✓	✓
Always uphold confidentiality and respect the privacy of children and families.	✓	✓	✓		✓
Continuously enhance professional knowledge and skills through ongoing training.	✓	✓	✓		✓
Collaborate with colleagues to create a positive learning environment.	✓	✓	✓		✓
Participate in open, honest, and respectful communication with educators and staff.	✓	✓	✓	✓	✓
Respect, understand and adhere to the policies and procedures of the service.	✓	✓	✓	✓	✓
Contribute positively to the learning environment.	✓	✓	✓		✓
Promptly report any concerns about the wellbeing or safety of children, families, staff, or visitor.	✓	✓	✓		✓
Work with the education team to enhance the child's learning experience.				✓	
Inform the service of any relevant changes in the child's life that may impact their safety or wellbeing.				✓	
Respect the confidentiality of information shared within the service.				✓	



Definitions

The terms defined in this section relate specifically to this policy:

Ethical Conduct: Consistent adherence to moral principles and professional standards.

Inclusive Environment: A setting that embraces diversity and respects the unique qualities of everyone.

Professionalism: The conduct, behaviour, and attitudes that reflect the values of the early childhood profession.

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ECA's Code of Ethics: EECS abides by Early Childhood Australia's (ECA) Code of Ethics. The following values and processes are considered central to the Code of Ethics:

- Respect
- Democracy
- Honesty
- Integrity
- Justice
- Courage
- Inclusivity
- Social and cultural responsiveness
- Education



Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Safe Standards (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Early Childhood Australia's Code of Ethics (2016)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 4: Staffing Arrangements
- Racial Discrimination Act 1975
- Racial and Religious Tolerance Act 2001 (Vic)
- Victorian Teaching Profession Code of Conduct
- Victorian Teaching Profession Code of Ethics



Related Appendices & Documents

- Appendix 4.2.1: ECA Code of Ethics
- Appendix 4.2.2: Australian Professional Standards for Teachers



Related Policies

- Arrival and Departure of Children
- Code of Conduct
- Dealing with Compliments and Complaints
- Inclusion and Equity
- Interactions with Children
- Privacy and Confidentiality
- Providing a Child Safe Environment
- Staffing Arrangements

Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
2	A2452677	Updated to new format	15/11/2018	KK – 26/4/19	Dec, 2020
3	A3870178	Addition of WCC Statement of Commitment to Child Safe Standards	15/06/2022	TP	2024
4	A4703044	Minor wording changes Policy format updated	July, 2023	TP	July, 2025
5	A4703044	Updated Wyndham City's Statement of Commitment to a Child Safe Organisation – as per Wyndham City's Child Safe Management page	23/06/2025	TP <i>J. Papaicamov</i>	July, 2025

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