



## **CODE OF CONDUCT AGREEMENT**

**On Employment with Mi Casa After School Care Programme it is a requirement that staff always behave in a supportive manner and present themselves professionally. Staff must always conduct themselves in a positive manner and use appropriate language.**

**In order to minimise risk of abuse, verbal and physical, Mi Casa are committed to raising awareness to all staff working with children, to help avoid being put in any risky situations.**

**When making physical contact with children, staff will be guided by the principle that they will do so, only to meet the child's physical or emotional needs. Physical contact should not be initiating to meet adult needs. Children should not be asked to take care of adult physical or emotional needs.**

**Staff must avoid inappropriate physical contact, keeping in line with the Child Protection laws. Staff should always respect the child's culture and nature.**

**If the child initiates physical contact, seeking affection, reassurance or comfort, it is appropriate to respond in a manner suitable for that child's developmental stage and needs. It is not appropriate to force any form of unwanted affection or touching of a child.**

**The physical contact of children during changing or personal cleaning must be for the purpose of that task only. Children should be encouraged to take care of themselves to the limits of their ability.**

- Staff will not be alone with a child out of sight of another staff member**
- Staff must know where children are at all times**
- Management should ensure anyone working or visiting are never left alone with a child or group of children**
- Personal visitors, telephone calls and cell phone activity shall not interfere with responsibilities of supervision**



- Staff must monitor their individual, emotional and physical limitations and ask for support when necessary
- Confidentiality must be maintained at all times
- Any staff medication must be labelled and stored out of reach of the children
- Children should not be present when staff use the toilet facilities for personal needs
- Appropriate conversation is always to be used. Any conversation of 'adult' nature will not be discussed in within the hearing of children
- Staff should always be professional, maintaining respectful relationships with families regarding confidentiality, objectivity and conflict of interest
- Children will not be removed from the programme without parent consent unless for emergency purposes only
- If a staff member has been implicated for abusive behaviour the Director/s will be notified immediately. The Director/s will ensure that the interests of the staff member and those of the children are being met

*The following guidelines must be followed if a staff member suspects child abuse:*

- In the first instance suspicions should be directed to the Lead Supervisor who will inform the Director/s immediately. Staff are expected to follow Mi Casa ASC Programme's reporting process, however any person, including staff, has the right to report suspected abuse directly to Child, Youth and Family or the Police if they feel the child's immediate safety is threatened (Section 15 CYP&F Act)
- In this regard, staff will trust their instincts, being mindful that the wellbeing of the child comes first
- If abuse is suspected, or a child discloses abuse, documentation of the facts must be filled on the "Incident Report Form" It is vital to record any incidents and observations on what the child has said and not to ask questions



- Any concerns should be directed to Child, Youth and Family immediately on 0508 FAMILY (0508 326 459)

Failure to comply to this “Code of Conduct” will result in the following disciplinary procedure:

- Should any investigation be necessary, the staff member in question will be stood down on full pay until the outcome of the investigation is understood
- Mi Casa ASC Ltd, as the Employer, may terminate an employment agreement immediately and without notice for serious misconduct on the part of the Employee. Serious misconduct includes but is not limited to:
  - Dishonesty
  - Harassment or abuse of a work colleague, parent or child
  - Serious or repeated failure to follow reasonable instruction, including the terms of this “Code of Conduct”
  - Actions which seriously damage MI Casa ASC Ltd Programme’s reputation

## **STAFF DECLARATION**

I have read, understood and agreed to the “Code of Conduct” for Mi Casa ASC Ltd Programme.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_