

PROFESSIONAL STANDARDS OF BEHAVIOUR GUIDELINES



Kindergarten Programs

1. Purpose and Intent

This guideline outlines the professional, ethical, and behavioural expectations for staff working in City of Casey Kindergarten Programs. It aims to ensure a safe, inclusive, and respectful environment for children, families, colleagues, and the broader community.

This guideline builds on the City of Casey *Code of Conduct* and *Acceptable Workplace Behaviours* and should be read in conjunction with these documents.

2. Scope

This guideline will apply to the Approved Provider, Nominated Supervisor, Responsible Person in Day-to-Day Charge, educators, staff (including relief educators and additional assistants), students on placement, and volunteers working in Kindergarten Programs managed by the City of Casey.

3. Definitions

Key Term	Definition
Approved Provider	An individual or organisation, such as City of Casey, that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.
Nominated Supervisor	A person who is the Responsible Person in Day-to-Day Charge and has been nominated by the Approved Provider (City of Casey) of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.
Person with Management and Control	Individuals responsible for managing the delivery of a service or those who have significant influence over its activities. PMCs have specific legal obligations for ensuring compliance within early childhood education and care providers.

4. Background

This guideline establishes clear standards of behaviour for teachers, educators and staff, including relief and agency staff, students on placement, and volunteers working in City of Casey Kindergarten Programs. It outlines expectations for professional, ethical and respectful conduct in interactions with colleagues, children, families, the broader organisation and the community. The guideline supports the

safety, wellbeing and rights of all children by providing a framework for consistent, child-safe and professional behaviour.

In Victoria, professional conduct in Kindergarten Programs is underpinned by the Education and Care Services National Law and Regulations, the National Quality Framework and the Victorian Child Safe Standards. This guideline also aligns with the Early Childhood Australia Code of Ethics and, where applicable, the Victorian Teaching Profession's Code of Conduct.

The City of Casey has zero tolerance for racism. All educators, staff, students and volunteers are expected to take action in response to incidents of racism and to promote, champion and model culturally safe environments for children, families and the wider community.

Children attending Casey managed services will be supported to express their culture and enjoy their cultural rights. The City of Casey actively supports and facilitates the participation, inclusion and sense of belonging of Aboriginal children and their families within kindergarten programs.

5. Philosophy and Values

The following statements guide the philosophy, beliefs and values in Kindergarten Programs about relationships with children:

- Quality interactions between educators and children shape children's behaviour and learning.
- Creative and aesthetic play-based learning environments will maximise the opportunity for deeper connections with children that are genuine and authentic.
- Children are viewed as competent and capable learners who can contribute their views of the world and participate in decision making to influence their learning.
- City of Casey operated children's services are intentional in fostering each child's sense of wellbeing. Educators respect diversity, understand that others may have different views and beliefs, and communicate openly and honestly.

6. Conduct and Behaviour

Professional Responsibilities

Management, educators, staff (including relief educators and additional assistants), students on placement, and volunteers working in Kindergarten Programs managed by the City of Casey will:

- Understand and adhere to all City of Casey policies, guidelines and procedures.
- Cooperate with regulatory authorities and service leadership.
- Understand that breaches of legislation, policy, guidelines and procedures may result in disciplinary action or regulatory consequences.
- Exercise their legal and ethical duty of care to ensure the safety, wellbeing and development of children in the care of the service.
- Contribute to a culture of child safety and uphold the Victorian Child Safe Standards.
- Take all reasonable steps to protect children from harm or abuse.
- Understand and comply with all child safety reporting obligations, including mandatory reporting requirements, Failure to Disclose obligations, the Victorian Reportable Conduct Scheme, and any requirements to report reportable sexual conduct.
- Be free from the influence of alcohol or illicit drugs at the workplace.
- Respect the privacy of children and their families.
- Demonstrate commitment to an Equal Opportunity workplace and culture which values everyone's knowledge and experience.
- Maintain up-to-date knowledge and expertise and participate in all mandatory training.
- Maintain appropriate professional boundaries at all times.
- Promote cultural safety for all children and their families.
- Demonstrate a commitment to the service philosophy and values.
- Enable a positive and collaborative working environment that contributes to continuous improvement.

- Engage in respectful interactions with colleagues across Council, contractors, and service users.

Professional Conduct

Management, educators, staff (including relief educators and additional assistants), students on placement, and volunteers working in Kindergarten Programs managed by the City of Casey will:

- Welcome all children and their families with acceptance and inclusivity.
- Treat everyone with respect, including children and their families, colleagues in the City of Casey, and contractors who attend the service.
- Interact with colleagues using kindness and positive regard.
- Communicate respectfully and professionally.
- Be a positive role model for children and each other.
- Respect diverse family structures, cultures, languages and values.
- Utilise behaviour guidance strategies supported by the Australian Children's Education & Care Quality Authority (ACECQA).
- Establish professional partnerships to support children's learning and development in line with the City of Casey Educational Philosophy.
- Actively contribute to the kindergarten team in supporting and assisting the development of an educational program and learning environment.
- Contribute to the development of the Teaching Charter, embedding and honoring the agreed commitments and principles.

Child Safety

Management, educators, staff (including relief educators and additional assistants), students on placement, and volunteers working in Kindergarten Programs managed by the City of Casey will:

- Ensure interactions with children are open, transparent, and observable to other adults wherever possible.
- Avoid situations where they are alone with a child in isolated or non-visible environments.
- Avoid any conduct that could be misinterpreted as inappropriate or unsafe.
- Not engage in behaviours that may cause emotional harm, including sarcasm, favouritism, exclusion, intimidation or dismissiveness.
- Consistently use calm, respectful and age-appropriate tone and language in all interactions with children.
- Support children to feel safe to raise concerns, express discomfort, and speak up, and respond in a timely and supportive manner.
- Recognise and respond to early warning signs or low-level concerns regarding child safety or wellbeing.
- Immediately report and escalate concerns, including concerns about the behaviour of other adults, in line with organisational requirements.
- Immediately report any concern, allegation, disclosure or information suggesting that a colleague, volunteer, student, contractor, visitor or other person engaged by the service may pose a risk to children, regardless of whether the conduct occurred at the service or outside the service.
- Understand that conduct of a sexual nature involving a child, whether occurring within or outside of the workplace, may constitute reportable conduct, criminal offending and/or a regulatory reporting matter.
- Demonstrate a shared responsibility for child safety by challenging or reporting behaviours that do not align with child-safe expectations.
- Exercise professional judgement in all interactions, ensuring behaviour is appropriate to the child's age, development and context.

Interactions with Children

Management, educators, staff (including relief educators and additional assistants), students on placement, and volunteers working in Kindergarten Programs managed by the City of Casey will:

- Promote children's participation and independence.
- Use positive and respectful strategies to assist children to manage their own behaviour and to respond appropriately to conflict.

- Encourage children to undertake activities that develop self-reliance and self-esteem.
- Maintain a safe environment at the service.
- Respect and uphold the rights of all children.
- Contribute to a service environment that is free from discrimination, bullying and harassment.
- Communicate with children in an encouraging and positive manner.
- Regard all children equally with respect and dignity.
- Provide opportunities for children to interact and develop respectful and positive relationships with each other, and with other educators at the service.
- Assist children to undertake personal care activities, such as toileting, independently.
- Use appropriate strategies to guide and support positive behaviour.
- Ensure all interactions with children are open, transparent, and observable to other adults where possible.

Personal Relationships with Service Users

Management and City of Casey staff (including relief educators and additional assistants) and students will:

- Avoid forming personal relationships with children and families attending the service and maintain appropriate professional boundaries.
- Not engage in secretive, exclusive or otherwise inappropriate relationships with children or young people.
- Not engage in private babysitting arrangements with families of children attending the service.
- Not have contact with families, children or young people on social media, including adding as a 'friend' or 'following', and/or engaging in private messaging.
- Notify their Team Leader if a friend or relative attends a service where they require education and care by the Council employee.
- Declare any planned or ongoing interactions with a child, young person, or their family outside of their role at the City of Casey by completing a *Declaration of interactions with a child/young person or their family both at work and outside of work form*.

Duty of Care

Management and City of Casey staff (including relief educators and additional assistants) and students will:

- Exercise their legal and ethical responsibility to reasonably protect children from harm.
- Take reasonable care for themselves and others in the workplace, ensuring compliance with work health and safety legislation, City of Casey policy and guidelines.
- Understand the application of duty of care to both physical and psychological well-being.

Gifts and Hospitality

Management and City of Casey staff and students will:

- Politely decline gifts, benefits or hospitality if accepting them may create a conflict of interest, if there is no clear community benefit, or if refusing the gift would not cause offence.
- Disclose all gifts above a \$50 value in accordance with City of Casey's Employee Gift Policy.
- Politely refuse gifts that fall into the Prohibited Gifts category of the Employee Gift Policy, including but not limited to cash, vouchers, or alcohol.

Service Environment

Management, educators, staff (including relief educators and additional assistants), students on placement, and volunteers working in Kindergarten Programs managed by the City of Casey will:

- Uphold the National Model Code and relevant restrictions and exemptions by ensuring personal electronic devices are not brought into the kindergarten rooms or yard during service time.

- Uphold a service environment free from tobacco, alcohol, illicit drugs and vaping substances and devices. Staff, educators, volunteers and students on placement who smoke or vape are required to:
 - Use their allocated workplace break.
 - Not smoke or vape within 10 metres of any building on Council land.
 - Take appropriate hygiene measures so that children are not exposed to second-hand smoke, including via clothing, hair and hands.
- Not smoke or vape under any circumstances which may put at risk the health of any other person.
- Ensure prohibited items, such as vapes, e-cigarettes, lighters, or associated hazardous items are not brought into the service.
- Ensure any personal medication or equipment is locked away securely in the office and not brought into the licensed space.
- Wear professional clothing suitable to the service environment that allows for safe movement and active engagement with children, including:
 - Clothing suitable for weather protection in the outdoor environment.
 - Footwear that is comfortable, supportive and appropriate for all surfaces, such as sand, loose rocks, tanbark and dry creek beds.
 - Jewellery that can safely be worn around young children.
 - Clothing that covers appropriately when bending or sitting on the floor.
 - Clothing that does not obscure or prevent proper supervision of children.
- Practice good personal hygiene by being clean, neat and tidy in appearance.

7. Associated Documents and Attachments

This guideline should be read in conjunction with:

- Interactions with Children and Young People guidelines.
- Child Protection guidelines.
- Child Safe Environment guidelines.
- Supervision guidelines.
- Digital Technology guidelines.
- Serious Incident, Illness, Injury and Trauma guidelines.
- Weather Protection guidelines.
- Privacy and Confidentiality guidelines.
- City of Casey Acceptable Workplace Behaviours policy.
- City of Casey Code of Conduct.
- City of Casey Employee Gift Policy.
- City of Casey Child Safety and Wellbeing Policy.
- City of Casey Occupational Health and Safety Framework.

8. Relevant Legislation

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law and Regulations.
- National Quality Framework.
- Victorian Public Sector Code of Conduct.
- Early Childhood Australia's Code of Ethics.
- Victorian Teaching Profession's Code of Conduct.
- Child Safe Standards (Vic).
- Children, Youth & Families Act (2005).
- Child Wellbeing and Safety Act (2005).

9. Statement of Commitment to Child Safety

All children or young people who attend services, programs, and events delivered by, and spaces owned or managed by the City of Casey, have the right to feel and be safe. The wellbeing and safety of children and young people in our care will always be our priority.

Council has zero tolerance for child abuse and is committed to creating and maintaining a child safe and child-friendly organisation where all children and young people are valued and protected from abuse, harm and neglect.

The City of Casey is committed to creating and maintaining a child safe organisation where protecting children and young people from abuse, harm and neglect is embedded in the everyday thinking and practice of Council, its employees, contractors and volunteers.

10. Monitoring, Evaluation and Review

The City of Casey will ensure:

- Regular monitoring of the implementation of this guideline and its associated documents including training and compliance.
- This guideline and its associated documents are kept up to date with current legislation, policy and best practice.
- Review and evaluation of this guideline and its associated documents as part of the service's review cycle, or as required.

Reviewed by:	CYF Policy Officer, Kindergarten Programs Leadership Team, People and Culture, Head of Early Years and Partnerships		
Approved by:	Director – Community Life		
Date Approved:	24/09/2026		
Current Version:	1.0	ECM ID:	22433170
Review Cycle:	3 years	Review Due:	24/09/2029
Responsible Department and Team:	CYF Policy Officer Kindergarten Programs		

Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive
Cranbourne: Cranbourne Park Shopping Centre
ABN: 43 320 295 742

