



## CODE OF CONDUCT

### Purpose statement

To detail Little Bridge's expectations of how staff, volunteers and students are to conduct themselves in accordance with organisational values and acceptable behaviours.

### Scope

This policy is applicable to every staff member, student and volunteer for the duration of their employment, contract or placement.

### Definition

Code of conduct refers to the organisation's rules regarding a person's behavior, a person's manner, disposition, communication, appearance and image portrayed of self and the organisation.

### Principles of conduct

- Staff will communicate to each other and to clients with respect and professionalism at all times
- Staff will maintain a professional appearance at all times



- Staff will not accept gifts, gratuities, personal favours or benefits by a client for personal gain. Staff may accept gifts as a token of gratitude under \$30.
- Staff will take children to the toilet in the main house if authorized by a parent
- No family members of staff to be with child clients alone at any time in the main house or garden area
- No dangerous household items to be left accessible to child clients at any time
- Child clients to be supervised by staff or parent on the trampoline unless parent deems it otherwise.
- Interpreter services to be arranged in instances where client does not feel confident to communicate in English during the session and do not allocate a support person to translate on their behalf. Please note that fee to be covered by client.
- A client's cultural practices will be respected both at the clinic and on outreach visits. This includes the removal of shoes during home visits when appropriate.
- Where a staff member suspects child abuse or neglect at any time, they will broach with client if safe to do so and contact Child First protection services to discuss matter if necessary.



## Breaches

- Where the code of conduct has been breached, the client has the right to report staff member to AHPRA which is the national OT registration board.

## Standards

- Human Services Standards
- Victorian Child Safe Standards
- National Quality Framework for Early Childhood Education and Care Services