

## Purpose

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G8 Education Limited (G8) is committed to providing high-quality early childhood education and care. Our families, team members and communities rely on us to act ethically, responsibly and always in the best interests of children and team members.

This Code of Conduct (The Code) operates as an overarching framework and must be read in conjunction with all current and future policies and procedures. Where a specific policy or procedure applies, it must be followed in full. Where a matter is not explicitly addressed in a policy, individuals are expected to act in a manner that is ethical, professional, lawful, respectful, child-safe and consistent with the organisation's purpose, values, legislative obligations and duty of care.

The purpose of the Code is to:

- Protect the safety, rights, and wellbeing of all children and team members
- Ensure a professional, respectful environment
- Fulfill legal obligations for child protection and quality standards and uphold professional and ethical standards against relevant legislation and internal policies and procedures

## Scope

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This Code outlines expected behaviours for:

- All team members employed by G8
- Volunteers and students on placement
- Contractors
- Visitors and parents (where applicable)

## Principles

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- Child and team member safety is the highest priority
- Children's dignity and rights are always respected
- Relationships are built on trust, empathy, and professionalism
- Diversity and inclusion are embraced
- All team members model ethical, transparent, and responsible behaviour

We are committed to ensuring the safety, protection and wellbeing of all children by providing child-safe environments where every child is respected, valued, supported and nurtured to grow, thrive and learn.

G8 Education upholds the National Child Safe Principles which guide our commitment to embedding a culture of child safety and wellbeing in all aspects of our operations.

In all decisions and actions, the rights, safety and best interests of children are paramount and will be prioritised over organisational, operational or financial considerations.

We have zero tolerance for child abuse, harm or neglect and are committed to being a Child Safe Organisation.

Safeguarding children is a shared responsibility and fostering a child-safe culture that empowers children, families and team members to speak up, raise concerns and take action to protect children is our number one priority at all times.

This commitment underpins G8 Education and its employees' duty of care, legal and ethical responsibility and collective responsibility to act in the best interest of all children (ECA 2016) as well as to abide by Education and Care Services National Regulations (2011 and WA 2012) and Work Health and Safety Regulations (2011).

Every day, our Purpose is to nurture the greatness in every child to grow, thrive and learn. To deliver this, G8 expects you to always act in the best interest of the organisation and to demonstrate our Values:

**Safety, First and Always** – We are committed to the highest standards of safety and wellbeing – first and always – and we speak up for the children in our care, their families, and our team.

**Owning the Outcome** – We take ownership and responsibility to achieve quality outcomes – leading with courage and holding each other accountable.

**Thriving Together** – We believe in teamwork, connection and collaboration – creating a community where learning, belonging and success is shared and celebrated.

**Being the Difference** – We embrace change with resilience and positivity, making every moment – big or small – count toward excellence.

**Building Bright Futures** – We build trusting, supportive and joyful relationships with families and communities, empowering children to learn and grow.

## Expected Conduct

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### Interacting With Children

Team members must:

- Use warm, respectful, and age-appropriate language
- Support children's emotional, social, and physical development
- Promote independence and confidence
- Always maintain appropriate professional boundaries
- Comfort children in a safe, sensitive, and appropriate manner
- Ensure children are always supervised (ensuring active supervision is practiced)
- Provide guidance using positive behaviour strategies.

### Prohibited Behaviours Involving Children:

- Physical punishment or aggressive behaviour
- Shouting, humiliating, intimidating, or shaming
- Inappropriate physical contact or touching
- Seclusion, restraint (unless legally required for safety), or exclusion
- Favouritism or forming overly personal relationships
- Taking photographs or videos and transmitting or distributing without permission
- Using personal devices within child facing centre environments
- Communicating with children through personal devices or social media.

### Team members must:

- Follow all policies and procedures, including hazard reporting
- Promote and support a physically and psychologically safe environment for all
- Inform their leader of any circumstance where health or wellbeing concerns may impact their ability to carry out the inherent requirements of their role safely
- Not engage in any behaviour that could be considered bullying, discrimination, harassment (including sexual harassment), victimisation, and occupational violence or aggression
- Maintain safe environments (indoor, outdoor, sleep/rest)
- Practice hygiene and safe food handling
- Administer medication only according to policy and legal requirements
- Follow child protection laws, including mandatory training and reporting.

## Child Protection and Safeguarding & Mandatory Reporting

### Team members are expected to:

- Understand signs of abuse, neglect and risk of harm
- Understand the existence and application of relevant child protection laws and their obligations under it
- Report concerns of child safety to department responsible for child safety to uphold mandatory reporting obligations

- Maintain confidentiality—only sharing information with those legally permitted
- Undertake and maintain Mandatory Training as required and directed.

**Under no circumstances may team member:**

- Ignore signs of harm
- Promise secrecy to a child
- Investigate suspected abuse independently.

**No Tolerance for child harm**

We uphold a zero-tolerance approach where there is any form of child abuse, neglect, or harm. From a **Safety, First and Always** position, the safety, wellbeing, and best interests of children are our highest priority and are central to every decision and action we take.

All team members, students, volunteers, and contractors share responsibility for maintaining a child-safe culture at G8. We expect all who are involved in our service to:

- Act to always protect children from harm
- Report any concerns about a child’s safety, wellbeing, or behaviour of concern immediately
- Uphold children’s rights to be heard, respected, and valued
- Model appropriate and respectful behaviour consistent with our Code of Conduct and Child Safe Policies and Procedures
- Any behaviour that compromises the safety or wellbeing of children will not be tolerated and will result in immediate action, including reporting to relevant authorities and, where appropriate, disciplinary and employment consequences up to and including the termination of employment
- G8 is committed to continuous improvement in our child-safe practices, transparent communication, and fostering a culture of safety and accountability across our community

**Professionalism**

**Team members must:**

- Work in line with their Position Description and Accountability Descriptors
- Communicate respectfully with families
- Support cultural diversity and additional needs
- Maintain accurate, unbiased documentation
- Avoid conflicts of interest and disclose appropriately where considered
- Follow centre policies, ECEC standards, and legal requirements
- Protect personal and confidential information and report any suspected privacy breach.

**Team members must not:**

- Discuss personal issues with children or families
- Gossip about team member, families, or children
- Work under the influence of drugs or alcohol, including prescription medication that has the potential to impair a team member’s ability to perform the duties of their role.

**Events and Functions**

**When attending work-related events, team members must:**

- Use good judgment regarding alcohol
- Follow instructions from the designated Responsible Person, who will usually be the most senior manager present who will not be consuming alcohol during the event
- Ensure your behaviour aligns with this Code and all G8 policies and procedures.

**Conflict of Interest**

**Team members must:**

- Inform their leader about any situation that could be viewed as not acting in G8s best interest, such as:
  - secondary employment (including babysitting, working for other ECEC providers, etc)
  - personal or financial relationships in the workplace (e.g. family members working in the same centre)

Follow the guidance in the Conflict-of-Interest Procedure to provide relevant information.

- Inform G8 of any Gifts or Benefit, given willingly to you without payment (e.g. from a parent or vendor). Any gift or benefit you receive as a result of your position at G8 must be disclosed via the Gift Receipt Register in Dimensions (Dimensions My Information > My HR > HR Actions > Gift Receipt Register) within 7 days of the gift or benefit being received.

### **Use of Technology & Social Media**

#### **Team members must:**

- Use centre devices and software only for work purposes
- Store children and family data securely and in compliance with privacy laws
- Avoid posting anything related to the service or children without authorisation or consent or on personal accounts.

#### **Team members must not:**

- Use personal devices or have them on their person when working directly with children or in areas where children are present.

### **Interactions With Families**

#### **Team members should:**

- Communicate openly, professionally, and respectfully
- Value family knowledge and cultural backgrounds
- Maintain appropriate boundaries (no private babysitting unless approved; no gift exchanges beyond small tokens).

### **Reporting Misconduct or Concerns – Speak Up**

#### **All breaches—no matter how minor—must be reported to:**

- A leader within G8
- Designated Safety Leader
- External oversight authority (e.g. Department of Education, Regulatory Bodies, etc).

No employee should face retaliation for reporting concerns in good faith and will be managed under the appropriate G8 Policy and Procedure.

### **Anti-Bribery and Corruption**

Bribery, secret commissions, facilitation payments or misuse of position are strictly prohibited.

Decline and report any offers of improper benefits.

Team members are only permitted to trade in G8 securities at designated times.

#### **Breaches of the Code may result in:**

- Coaching or retraining
- Formal warning
- Suspension
- Termination
- Mandatory reporting to authorities (if the matter is assessed as Reportable Conduct under a relevant Scheme).

### **Acknowledgement**

All team members, volunteers, and students must sign an annual acknowledgement stating:

- They have read and understand the Code
- They agree to follow it
- They know how to report concerns.

### **Compliance & Responsibilities**

The Approved Provider, Nominated Supervisors, team, students and volunteers and Around Centre Teams are responsible for complying with this procedure. This procedure is available for review, feedback and continuous improvement and is subject to change from time to time.

Role	Responsibility
<b>Approved Provider will ensure:</b>	<ul style="list-style-type: none"> <li>Professional learning and induction are accessible for all team members</li> <li>Compliance with National Law and Regulations is monitored</li> <li>Continuous quality improvement processes are supported</li> <li>Systems are in place to manage misconduct</li> </ul>
<b>Nominated Supervisor will ensure:</b>	<ul style="list-style-type: none"> <li>Compliance with this procedure and related policies and processes are implemented and monitored</li> <li>Induction and ongoing training for all educators, students and volunteers occurs</li> <li>Team conduct is monitored and misconduct is managed</li> </ul>
<b>Educators, Team Members, Students and Volunteers will ensure:</b>	<ul style="list-style-type: none"> <li>Compliance with this procedure and associated policies, procedures and processes</li> <li>Participation in professional learning is ongoing</li> <li>Responsiveness to children is a priority</li> <li>Breaches are reported</li> <li>Behaviour is of a professional manner</li> <li>Adherence to the Early Childhood Australia Code of Ethics</li> </ul>

## Legislation

National Law	National Regulations	National Quality Standards
S166 - Offence to use inappropriate discipline S166A – Offence relating to inappropriate conduct S167 - Offence relating to protection of children from harm and hazards	R82 - Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol R83 - Staff members not to be affected by alcohol or drugs R84 - Awareness of child protection law	QA2; QA4; QA5; QA6: QA7

## Related Internal Links

**Relevant G8 policies and procedures captured under this Code include, but is not limited to:**

[QA4-POL Staffing Arrangements Policy](#)

[Interactions with Children Policy](#)

[Health and Safety Policy](#)

[Child Protection and Safeguarding Policy](#)

[Acceptable Usage Policy](#)

[Communication and Respectful Conduct Policy](#)

[Conflict of Interest Procedure](#)

[Managing Team Member Grievance and Disputes Procedure](#)

[Whistleblower Policy](#)

[Diversity, Inclusion and Belonging Policy](#)

[Information Security Policy](#)

[Corporate Governance Policies and Procedures](#)

## Related External Resources

[Education and Care Services National Regulations \(2011 and WA 2012\)](#)

[ECA Code of Ethics](#)

[Work Health and Safety Regulations \(2011\).](#)

Date revised	Change Summary		
March 2026	Significant change to policy format and content. Link details of procedure into process		
	Document Owner	Chief People Officer	Last Revised
	Department	People and Culture	Information Classification
	Document considered uncontrolled when printed. Access current copy via <a href="#">Nintex Process Manager</a> .		
			March 2026
			Public