



CODE OF CONDUCT

The Code of Conduct sets the standard of behaviour and performance, defining the culture of the organisation that benefits children, families and those who work at the Centre.

These expectations guide the way everyone works together at the Centre, as well as in situations when we are recognised as a spokesperson or representative of First Steps Count Child and Community Centre. In this way, the Code of Conduct protects the reputation of the Centre and maintains the confidence of funders, partners, the local community and other stakeholders.

However, the Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions at the Centre.

The Code of Conduct applies to all employees and volunteers of First Steps Count Inc. It also applies to voluntary members of the First Steps Count Incorporated Board of Management, who represent the organisation at a strategic level.

All employees of First Steps Count are required to agree to the Code of Conduct upon employment. All organisations who rent a room or commit to an MOU with the Centre, are required to agree to the Code of Conduct.

The Code of Conduct allows for us to ensure that everyone actively lives the behaviours required. It is embedded in the FSC Induction Manual.

The Code of Conduct outlines a general set of principles and should be viewed in line with the Working Together Agreement, that will be created as part of the Co-Design process with community.

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Our Values

Children and Families

- We consider children first in everything we do
- We work in partnership with families
- Our approach is child-centred, strengths based, holistic and collaborative

Inclusiveness / Inclusivity

- We welcome all people and celebrate and respect everyone's differences
- We introduce ourselves and engage people by name
- First Steps Count is culturally aware and mindful of the valuable contribution of Aboriginal and Torres Strait Islander people at our Centre.

Sustainability

- We aim to minimise our impact on the environment and make decisions that have an impact on the future of our planet
- We are committed to fostering strong, meaningful and positive relationships – with families, community and partnering organisations
- We promote practices and approaches that our families can maintain over time
- Our decisions are informed by our commitment to designing and embedding a viable business model for the organisation that benefits the local community

Reflective Practice and Learning

- We value the emphasis of reflection and reflective practice as part of the Family Partnership Model and The Common Approach® as ways of working with families
- We strive to make reflection a priority in our work with a commitment to continuous improvement of practice
- We value learning from each other and respect the strengths, knowledge and abilities that our children, families and colleagues bring to our work together

All staff and others acting in the organisation's name have a responsibility to act in accordance with the expectations set out in this Code of Conduct.

Behaviour that breaches the spirit or the stated requirements of this Code of Conduct may result in disciplinary action.

Any breaches of the law will be referred to the police or relevant legal authority under First Steps Count Inc's legal obligations.

Version 1.1

Ratified by: First Steps Count Inc. Board of Management

Date: 11 May 2023

For review: May 2024