



Coowarra Out Of School Hours

Care Service Inc

Code of conduct Policy Management Committee

POLICY STATEMENT

The Code of Conduct applies to all financial members and volunteers of Coowarra OOSH while undertaking any role or activity related to the service.

Principles

The Code of Conduct is based on the following fundamental ethical principles:

Respect for the Law

Coowarra OOSH Members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

Respect for all Persons

Coowarra OOSH members are expected to treat all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

Integrity

Coowarra OOSH members shall be honest in carrying out their duties and avoid conflicts between their private interests and their Management Committee roles and responsibilities with respect to:



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- Personal relationships
- Financial relationships
- Receipt of gifts
- Employment
- Use of confidential information obtained in the course of Coowarra OOSAH Management Committee duties
- External activities and public comment

Diligence

Coowarra OOSH members shall carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Following Coowarra OOSH Policies and Procedures
- Upholding the Constitution of Coowarra OOSH
- Seeking to attain the highest possible standards of performance
- Exercising care for others in Coowarra OOSH management Committee related activities
- Ensuring outside interests do not interfere with an Coowarra OOSH Member's duties or responsibilities
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an Coowarra OOSH Member and/or external authorities

Working with Children

- The Coowarra OOSH Management Committee adheres to the government's Child Protection Act & Regulation (Working with Children Check) legislation and relevant procedures

Conflict of Interest

- Coowarra OOSH Members must declare interests which conflict, either perceived or actual, with your Coowarra OOSH Management Committee duties and activities that might benefit the private interest of a member/s of the Coowarra OOSH Management Committee.

Privacy and Confidentiality

- ACI Members must always act in the best interests of Activity Centres Incorporated and adopt a process to disclose and address the potential conflicts.
- A conflict of interest may include, but is not limited to, existing individual interests or a benefit, professional ethics, personal or professional relationships, financial or proprietary interests.



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Conflict of Interest Disclosure

- Where a conflict of interest has been identified, it is expected that the conflict must be brought to the attention of the Office Bearers and the Members, and be disclosed or addressed in a meeting.
- Breaching and/or violating the conflict of interest may result in removal from the ACI Management Committee.

How to deal with a Conflict of Interest

- Identified conflict of interest must be carefully managed by impartial decision-makers, who are not involved in the conflict.
- Minutes of meetings should reflect how the conflict was raised, addressed and managed; and the outcome be disclosed to all members.
- The person(s) with the conflict of interest may be refrained from participating in all formal or informal discussion, debate and voting; and their duties be re-assigned until a resolution has been found.
- The person(s) with the conflict of interest may be restricted to access confidential information and sensitive documents relating to the conflict of interest.
- In the event where a conflict of interest is very significant and prevents the person(s) with the conflict of interest to perform their role and responsibilities, the ACI Management Committee may ask that the person(s) involved with the conflict relinquish their personal interest that creates the conflict and/or resign from their ACI

Management Committee role.

- Coowarra OAOSH Management Committee must adhere to the Coowarra Privacy Policy and the Australian Privacy Principles contained in the Privacy Act of 1988.
- Coowarra OOSH Members must recognise that the privacy of any individual's personal identifiable information must not be divulged or shared under any circumstances without the individual's written consent within or outside the Organisation, unless there is a lawful authority for its disclosure.
- Coowarra OOSH Members must take all reasonable steps to ensure confidential data, documents and personal information of any individual is protected from misuse, loss and unauthorised access, and/or disclosure.
- All personal and sensitive information must not be viewed, shared or distributed to any person/s other than the Office Bearer/s who have responsibility of such information of Coowarra OOSH.
- All personal and sensitive information when no longer required must be disposed of securely.



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- Confidential information of Coowarra OOSH must not be used, disclosed, copied, published or removed by any member of the Coowarra OOSH Management Committee.

Grievances, Complaints and Procedures

Breaches of this Code of Conduct or other policies of Coowarra OOSH will be addressed by way of the Grievances and Complaints Management Policy. Violations may result in removal from Coowarra OOSH Management Committee.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
Education and Care Services National Law Education and Care Services National Regulations		<ul style="list-style-type: none">- All Coowarra OOSH Policies and Procedures- Privacy Laws- UN Convention Rights of Child- UN Declaration Rights Of Indigenous People

UPDATED AND ENDORSED: January 2023

DATE FOR REVIEW AND EVALUATION: June 2027