



CODE OF CONDUCT

This code of conduct outlines the expectations that Fab Nannies has of its team members, all members must agree to the code of conduct at the time of application to be a contractor through Fab Nannies.

Ensure you maintain a:

- i. Current and clear working with children check (or state / territory equivalent/QLD Blue card).
- ii. Current First Aid (Codes: HLTAID003, HTLAID004).
- iii. Current CPR qualification (HLTAID001), updated annually
- iv. Current appropriate insurance policy

Professionalism:

- a) Adhere to this code of conduct.
- b) Conduct themselves in a professional manner including any social media.
- c) Refer parents / children to where appropriate. (e.g.: don't offer medical advice about children in your care, refer parents to medical professionals)
- d) Treat all involved in the nanny community with respect, both in person and on social media.
- e) Learn from experience and identify areas for improvement by engaging in reflective practice
- f) Value social equality and diversity in the community.
- g) Personal presentation is always of a clean and tidy nature and clothing is appropriate to the Nanny Position. Refrain from wearing revealing clothing or any clothing with inappropriate pictures, writing or logos. For further clarification see the dress standard outline.
- h) Wear clothing as outlined for each individual event (e.g. Wedding – polo shirt, dark pants and closed black shoes.
- i) Maintain confidentiality and respect the families right to privacy at all times.
- j) Maintain confidentiality in regards to children's personal or medical circumstances.
- k) Be punctual by being present for the booking 5 min early to allow for transition.

l) Refrain from smoking, drinking of alcohol during any booking even upon request of the Family

m) Do not attend a personal errand during the time nominated for nanny services (e.g. a personal doctor's appointment)

n) Refrain from sleeping whilst providing Nanny services unless the service nominated is overnight.

o) Refrain from consuming any alcohol twenty-four (24) hours prior to a Placement and also during a Placement. If the Nanny is found to be intoxicated, under the influence of alcohol or consuming alcohol in the presence of a Client's child/children, any agreement will be immediately terminated. The Client and Fab Nannies will exercise their right to report any incidents to the appropriate authorities;

You are encouraged to obtain nanny insurance, attend professional development opportunities such as workshops or local council parenting information sessions and enrol in an appropriate childcare qualification if you don't currently hold one.

Relationships with families:

a) Be respectful and courteous in your interactions with the families who employ you, including their extended family.

b) Respect, and work within the cultural values and beliefs of families.

c) Strive to develop an open, respectful and communicative relationship with families.

d) Support the relationships of the children and their families, and support families in their roles raising their children.

e) Work collaboratively with families to provide quality care for their children, communicating throughout the day where appropriate.

f) Report any accident or injury to a child to the family as soon as practicably possible.

g) Take care with the family's possessions and property, and report any accidental damage as soon as practicably possible.

h) When responding to, or raising concerns with families, do so in a respectful and diplomatic manner with an aim to come to a resolution that all parties are comfortable with.

i) Refrain from sharing photographs of, or details about children on social media without the clear written consent from the family.

Relationships with children:

a) Ensure that children's routine needs are met (e.g.: sleep, meals, nappy changing, toileting and bathing).

b) Ensure that children's social and emotional needs are met (e.g.: making sure they feel safe and providing opportunities to interact with other children).

c) Maintain a safe environment for children at all times taking particular care when out in the community (e.g.: park, museum or supermarket).

- d) Respect the rights of children, encourage them to express themselves, and treat them with dignity.
- e) Respect children's personal space, but give comfort / show affection where appropriate.
- f) Interact with children in a positive, encouraging manner. Use positive behaviour guidance techniques (e.g.: praising and encouraging appropriate behaviour).
- g) Be a positive role model, modelling appropriate behaviour and language, no profanity.
- h) Provide experiences that assist in the overall development of the child, including experiences that promote the development of self-reliance and self-esteem.
- i) Incorporate the children's interests when planning activities and outings.
- j) Each moment a learning moment (e.g.: discuss colours when buying vegetables, or identifying different types of motor vehicles when on a car trip).
- k) Help children to develop awareness of their belonging to a community.
- l) Never physically discipline a child, handle a child roughly, or speak to a child in an aggressive or humiliating manner.
- m) Where child abuse is suspected, for the protection of the children do not delay, inform the relevant authorities.

This is not mandatory but we suggest you continue to be familiar and implement the Early Years Learning Framework and incorporate the five learning outcomes into their practice.

https://www.coag.gov.au/sites/default/files/early_years_learning_framework.pdf