

<b>Policy Number</b>	HR048
<b>Current Version</b>	3
<b>Policy Maintained by</b>	Chief Social Impact Officer
<b>Reviewed &amp; Approved by CEO</b>	June 2024
<b>Scheduled Review Date</b>	June 2026

**1. Purpose of Policy**

Playgroup NSW connects people to strengthen child, family, and community wellbeing, through playing and building communities of support.

This policy is a guideline that applies to all Playgroup committee members while participating in Playgroup NSW activities.

**2. Policy Guidelines**

Any person volunteering, participating, working, or otherwise involved in Playgroup NSW activities must be aware of and act in a manner that respects Playgroup NSW Values and Vision

**3. Our Vision**

**FOR EVERY CHILD AND FAMILY TO HAVE A PLACE IN THEIR COMMUNITY TO CONNECT, LEARN, AND BELONG. Our Values**

Act with integrity: Put child and family wellbeing at the heart of our work, and be honest, accountable, and show respect.

Balance work and play: Be goal focused, mindful of people’s wellbeing, and contribute to a positive team culture.

Lead change: Seek and encourage learning, innovation, and greater positive impact.

Embrace inclusivity: Be collaborative, seek to understand, and celebrate diversity.

**4. Volunteer Committee Member requirements**

All participants are requested to follow the directions provided by Playgroup NSW in all provided policy and guidance documents, to support best practice playgroup operation.

a) Respect

- Treat all members and children participating in a playgroup with respect and in an inclusive manner.
- Respect and value difference and diversity.
- Respect the privacy and confidentiality of all members and volunteers.
- Provide positive role modelling for families in interactions, behaviour and language in all playgroup activities.

b) Quality, safe playgroup practice

- Ensure all activities are age appropriate and delivered in a safe environment.
- Support families to develop skills and knowledge in volunteering at playgroup.

- Playgroups are a smoke free environment.
- Act always in the best interest of the Playgroup movement, and not knowingly or intentionally defame, slander, or dishonour the organisation.

c) Child Safety

- Provide a current Working with Children Check number to Playgroup NSW prior to commencement of volunteer duties if attending without their children in their care.
- Ensure another adult is present or in view when interacting with children, especially if you are a non-carer volunteer.
- In cases where there are concerns regarding a child's wellbeing, immediately notify Playgroup NSW by calling 1800 171 882.
- Agree to the child safe code of conduct by signing the declaration below.

### Variations

***PGNSW reserves the right to vary or replace this policy from time to time.***

### Volunteer / Committee Member Acknowledgement

By signing this document, you are agreeing to this code of conduct and will conduct all interactions with each other and the public in an appropriate manner.

- I understand and have read Playgroup NSW Statement of Commitment to Child Safety document.
- In the instance that I may witness or observe any child at risk behaviours or concerns, I will seek guidance and support from Playgroup NSW.
- I acknowledge that I am aware of and can easily locate the [Department of Community and Justice Child Story Mandatory Reporter guide](#) should it be required.

#### Code of Conduct Statement:

I will:

- Treat children with respect and be a positive role model in my conduct with them.
- Communicate with children in an age appropriate and realistic manner.
- Be willing to listen and respond appropriately to a child's views and concerns.
- Set clear boundaries about appropriate behaviour between myself and the child, including limiting physical contact with a child in ways which are appropriate to my agreed role and responsibilities.
- Respond quickly, fairly, and transparently to any serious complaints made by a child or related to a child.
- Abide by my reporting obligations in relation to the Playgroup NSW incident register.
- Seek support from Playgroup NSW if I have concerns about a child's wellbeing.

I will not:

- Communicate with a child in ways that are likely to humiliate, frighten or distress the child.
- Subject a child to any form of corporal punishment, social isolation, immobilisation, sexual suggestion, offence, or misconduct.
- Direct a child to perform in a sexually provocative or unsafe manner.
- Use tobacco products or possess or be under the influence of alcohol or illegal drugs at any time while working with children.
- Develop any special relationships with children that could be seen as grooming or favouritism such as the offering of gifts or special treatment.
- Do things of a personal nature that a child can do for themselves, such as toileting or

changing clothes.

**Your name:**

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**Signed:**

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**Date:**

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**Email:**

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