

Code of Conduct – Students

As a student training with the Australian Early Childhood College you should know that you are in a secure and safe environment where our staff are taking every reasonable step to ensure that you are:

- Treated fairly and with respect,
- In an environment where you feel safe and comfortable enough to bring any concerns you have to us, and
- Are never bullied or harassed by our staff or those around you.

To help us make sure that you are treated in the ways above it is your responsibility to:

- Treat everyone with respect and thoughtfulness so as not to compromise their health, safety, privacy and welfare
- Follow the Workplace, health and safety policies and procedures
- Comply with all lawful directions given by Australian Early Childhood College staff while engaged in an Australian Early Childhood College activity, such as training sessions
- Abstain from bullying, harassing, and any other unlawful activity or behaviour while in the care of Australian Early Childhood College staff
- Adhere to program requirements as established by our trainers
- Ensure that information of, or held by, Australian Early Childhood College or other students is not accessed, used or published inappropriately (this includes plagiarising other students work)

Australian Early Childhood College will not tolerate the following behaviours:

- Endangering the safety of yourself or others,
- Assaulting or attempting assault anyone while in the presence of Australian Early Childhood College staff,
- Behaving in a disruptive manner, such as swearing, yelling or using offensive language,
- Illegal use of drugs or alcohol,
- Discrimination, harassment and victimisation,
- Bullying and intimidation,
- Racist or sexist comments,
- Disobeying any reasonable direction by an Australian Early Childhood College staff member, and
- Acting dishonestly when submitting work required for course assessment purposes.

If your behaviour is unacceptable disciplinary action may be taken against you. If your behaviour threatens others the Australian Early Childhood College has the right to terminate your training with us.

For further information you can contact the main office on 02 4822 7109 or email goffice@rec1.edu.au. Australian Early Childhood College staff are responsible for resolving complaints and can assist you in resolving issues. Our staff provide confidential meetings if required and may arrange or facilitate meetings between you, other students and our staff.