

# Ethical decision making model

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**RE**

## Recognise a potential issue or problem

- Do I have a gut feeling that something is not right?
- What is the potential issue or problem with this situation?
- What is the context of the situation?
- Is there the potential that my actions could be perceived differently than my intent?
- Is there a possibility I have misunderstood a situation?

**F**

## Find relevant information

- Am I under any legal obligations to take certain action(s)?
- What does the Code of Conduct say about this situation?
- Are there any other workplace policies or procedures to guide me in this situation?
- Who are the people who may be affected by my decision?
- Where can I find more information to support my decision?

**L**

## Liaise and consult

- Who should I discuss this with? (managers, supervisors, wellbeing staff, parents / families etc.)
- Are there any external agencies that need to be involved?
- Have I adequately documented the situation?
- Have I provided adequate opportunity for involved parties to have their voices heard?
- Have I done a thorough analysis of the situation?
- Do I need another set of eyes on this?

**E**

## Evaluate the options

- What is the best thing to do based on the information I have?
- What are the risks?
- What are the consequences?
- Would the decision stand up to community scrutiny?
- Am I prepared to explain the reasons for my decision?
- Are there any external agencies that need to be involved?

**C**

## Come to a decision

- Do I need permission to do what I am planning to do?
- Do I need to make a record of my actions?

**T**

## Take time to reflect

- Would I do the same thing next time?
- What did I learn from my decision?
- What was the impact on all concerned?