

Code of Conduct Policy

We believe in forming an inclusive and welcoming environment and workplace by providing experiences that motivate and facilitate personal growth and development for staff and educators. The values that underpin our work ethic includes equality, respect, integrity and responsibility.

Our Centre aims to establish a common understanding of work place standards expected of all employees of the Centre. We aim to ensure positive working relationships are formed between all educators and management, promoting dignity and respect by avoiding behaviour which is or may be perceived as harassing, bullying or intimidating. Educators and management will at all times conduct themselves in an ethical manner and strive to make all interactions positive and compliant in accordance with the Centres philosophy.

The Approved Provider, Nominated Supervisor, Educators and Staff, Volunteers and Students will adhere to the Early Childhood Australian Code of Ethics, National Regulations and Quality Standards and Centre policies and procedures at all times, promoting positive interactions with the Centre and the local community.

Code of Ethics

- Staff should always have the interest of the child first.
- Staff shall recognize their role as an educator and carer of children this requires them to continually pursue knowledge regarding developments in education.
- Staff shall respect the different ethnic backgrounds and value systems of people in our community.
- Staff acknowledges that each child is unique and has his/her own potential.
- Staff shall work with parents to enhance the quality of life for all children.
- Every child will be treated as an individual and respected as a human being.
- Concern and understanding will be shown for the needs of each child.
- Each child will be treated with warmth and understanding.
- Recognition and praise shall be forthcoming so that each child can reach their full potential.
- Physical punishment shall never be used as a form of discipline. If discipline is required, it shall be done in such a way that it does not belittle the child.

Code of Conduct

1. Respect for people and the Centre

- Employees and Management are committed to the Centre philosophy and values, inclusive of best practice in early childhood education and building positive partnership with children, families and staff
- Effective, open and respectful reciprocal communication and feedback between employees, children, families and management is conveyed
- It is important to treat colleagues, children and families with respect. Bullying or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening or derogatory language or intimidation towards other employees, children, visitors or families is unacceptable and will not be tolerated.
- Employees are committed to valuing and promoting the safety, health and wellbeing of employees, volunteers, children and families.
- Consistency and reliability in all exchanges with children, families, employees and managers
- Include children and families in the decision making process.
- Refrain from developing close personal relationships with children outside work.
- Employees are committed to an Equal Opportunity workplace and culture which values the knowledge, experience and professionalism of all employees, team members and managers, and the diverse heritage of our families and children



2. Expectations of Employees

- Employees will ensure their work is carried out proficiently, parsimoniously and effectively. They will act in a professional and respectful manner at all times whilst at work, giving their full attention to their responsibilities and adhering to all Centre policies, procedures, laws, regulations and National Quality Standards
- Employees will act honestly and exercise attentiveness in all Centre operations. They will carry out all lawful directions, retaining the right to question any direction which they consider to be unethical. If uncertain they can seek advice from the Nominated Supervisor, Approved Provider or the Ombudsman
- Positive, trustworthy and co-operative relationships with team members.
- Respectful, courteous and empathetic communications and behaviours.
- Complying with centre's grievance procedures and resolving workplace conflicts where possible directly with the person concerned, and never through gossip or by including people who are not involved in the issue.
- Valuing cultural differences, diverse viewpoints, and unique contributions.
- Looking for and supporting educators' strengths not weaknesses.
- Sharing professional resources, knowledge and information.
- Supporting others to meet their professional development goals and needs.
- Recognising the professional achievements of others.
- Sharing information, experiences and expertise about children and families at the Centre with team members to enhance children's learning and development.
- Actively participating in regular meetings at the Centre to discuss professional issues and problems.
- Updating team members about meeting outcomes or workplace issues if they have been absent.
- Employees will have a solid understanding of the Centres policies and procedures, if uncertain about the content of any policy or procedure with which they must comply, employees should seek clarification from the Nominated Supervisor or Approved Provider.
- Management will inform employees about essential information and make documents readily accessible to them.
- Employees will be courteous and responsive when dealing with colleagues, students, visitors, children and families.
- Employees will work collaboratively with colleagues
- Employees will be mindful of their duty of care towards themselves and others
- Employees will be positive role models for children at all times
- Employees will respect the rights of all children
- Employees will respect the confidential nature of information gained about each child participating in the program.

3. Expectations of Leaders and Management

- In addition to the above responsibilities, leaders and management are expected to
- Promote a collaborative and interconnected workplace by developing a positive working environment where all employees can contribute to the ongoing continuous improvement of the room and centre.
- Promote leadership by working with employees to improve professional development and growth
- Provide ongoing support and feedback to employees
- Model professional behaviour at all times whilst at the Centre
- Implement supportive and effective communication systems, consulting employees in appropriate decision making.
- Take appropriate action if a breach of the code of conduct occurs
- Share skills and knowledge with employees
- Give encouragement and constructive feedback to employees, reflecting the value of different professional approaches



4. Reporting a breach in the code of conduct

- All employees are required by law to undergo a working with children check, which is verified by the employer
- If employees become aware of a serious crime committed by another person, they are required to report it to management
- All employees must report possible risk of harm to children or young persons to management.
- Employees will report any concerns they may have about inappropriate actions of any other employee that involves children or young people to management
- Engage in conduct that is detrimental to the professional standing of our centre, is improper or unethical, is an abuse of power, or harasses, discriminates against, victimises, humiliates, intimidates or threatens other educators, staff members, volunteers or visitors at the Centre, either directly or indirectly via information technology such as email, text or social media. Additionally they will not support those who do this.
- Engage in any action in breach of our Privacy and Confidentiality Policy, including but not limited to disclosure of confidential centre or customer information, or the improper or illegal use of that confidential information. Confidential information will only be accessed by authorised persons for the purpose intended.

5. Managing Conflict in the workplace

- Management will remain objective and impartial when managing conflict in the workplace
- Management have a responsibility to address a possible breach of the code of conduct by any employee as soon as you become aware of the breach.
- Allegations will be investigated and can result in remedial action, or disciplinary action ranging from a caution to dismissal.
- Management will consider all relevant facts and make decisions or take actions fairly, ethically, consistently and with appropriate transparency. If they are uncertain about the appropriateness of a decision or action they will consider:
 - Whether the decision or conduct is lawful
 - Whether the decision or conduct is consistent with our policies and objectives
 - Whether there will be an actual, potential or perceived conflict of interest involving obligations that could influence the business relationship or conflict with business duties

Adhering to Centre confidentiality

- Unless authorised to do so by legislation, employees must not disclose or use any confidential information without appropriate approval
- All employees are to ensure confidential information must be not accesses by unauthorised people
- Employees will adhere to the Centres 'Privacy and Confidentiality Policy'

Baby- Sitting

- We do not provide babysitting centres outside normal operating hours
- Should employees undertake private babysitting arrangements with families, our Centre takes no responsibility for any private arrangements between staff members and family. However, we do expect staff to inform the Centre if they are babysitting or caring for a child that attends the Centre.
- We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff and maintain our duty to safeguard children whilst on our premises and in the care of our staff. We have no such control over the conduct of staff outside of their position of employment. Parents should make their own checks as to the suitability of a member of staff for babysitting
- We will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the staff member's private arrangements outside of the Centre hours. The member of staff will not be covered by the Centre's insurance whilst babysitting as a private arrangement.



- All staff are bound by contract of the centre's Privacy and Confidentiality Policy, where they are unable to discuss any issues regarding the Centre, other staff members, parents or other children.

Record Keeping

- Employees and Management will maintain full, accurate and honest records as required by national regulations
- Managers have a responsibility to ensure that employees comply with their record keeping obligation outlined in the Records Keeping Policy.

Duty of Care

- Management and employees have a responsibility to take reasonable care for the health and safety of themselves and others at the workplace to enable compliance with the work health and safety legislation
- Duty of Care relates to both physical and psychological wellbeing of individuals
- Management and employees have a duty of care to take reasonable care for the safety and welfare of children and young people in care. Thus taking all reasonable action to protect children and young people from risk of harm that can be reasonably predicated.

Social Media

- Engage in or support any action in breach of our Technology Usage Policy or Social Networking Usage Policy, including the use of communication media to search for, download, access, transmit or store any material of an offensive, obscene, pornographic, threatening or abusive nature.

Use of alcohol, drugs and tobacco

- Smoking is NOT permitted in or on surrounding areas of the centre. It is expected that the odour of cigarette smoke will not be detected on an employee's clothing. If an employee is found smoking on the premises, that employee may be terminated. Our Centre supports the [Smoke Free Environment Act 2000](#). The company and its employees will follow all conditions outlined in this act.
- Our Centre is bound by the Education and Care National Regulations. As such, alcohol, drugs or other substance abuse by employees can have serious adverse effects on their own health and the safety of others. As such, all employees must not:
 - Consume alcohol nor be under the influence of alcohol while working
 - Use or possess illegal drugs at any workplace; nor
 - Drive a vehicle, having consumed alcohol or suffering from the effects of illegal substances
 - Bring alcohol or any illegal drugs on the premises
 - If a co-worker suspects another to be affected by drugs or alcohol, they must inform the Nominated Supervisor immediately. No employee will be allowed to work under the influence of drugs or alcohol.
- Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this to the Nominated Supervisor.
- All issues pertaining to these matters shall be kept strictly confidential. A breach of this policy may initiate appropriate action including the cancellation of employment

Dress Code

- All employees must adhere to our dress code supplied during induction. Enclosed shoes must be worn at all times, no high heels or wedges. Clothes must be suitable for movement, active play and messy play. No offensive logos or political statements are to be worn

Personal Hygiene

- All employees are to adhere to the following standards:
 - Shoes are enclosed with flat soles for safety
 - Long hair is to be clean and neatly tied back. Ensure hair does not hang in your eyes
 - Makeup is to be light and natural
 - Fingernails are to be clean and well groomed



- Good oral hygiene and grooming is essential

Personal Phone Calls/Mobile Phones

- Employees are not authorised to use the Centre's phones for personal reasons unless in the case of an emergency.
- No personal mobile phones are to be used or carried during working hours. No personal mail or deliveries should be directed to the centre

Centre Email

- Email is to be used only for company usage, not for private communications.
- Passwords and access privileges are treated as strictly confidential to the Educator issued with that access or persons delegated to know and use that access in the normal course of operation. It is the responsibility of the authorised user to take fair and reasonable steps to ensure the passwords and other forms of access are held safe.

Communication Procedures

To allow effective communication and consultation to take place with educators/staff the Nominated Supervisor will use various methods of communication including:

- Direct conversations.
- Phone communication.
- Educator meetings.
- Other forms of written communication eg letters, notices, emails.
- Educator appraisals and reviews.

Dismissal

All staff members are made fully aware that the following breaches of the Code of Conduct and role responsibilities may lead to termination of employment:

- Reporting to work under the influence of alcohol or drugs
- Refusal to complete required additional training
- Possessing or selling drugs at the Centre
- Immoral, immature or indecent conduct while at the Centre
- Inappropriate use of company equipment
- Refusing to work as directed
- Possessing a dangerous weapon while at the Centre
- Bringing disrepute to the Centre
- Bringing disrepute to the relationship between a family and the Centre
- Disclosure of confidential information
- Falsifying documentation
- Associating with families
- Taking, abusing or destroying company property
- Interfering with work schedules, falsification of reports, documents or wages information
- Failure to report for work
- Walking off the job
- Failure to follow policies and procedures
- Vulgarity, disrespectful conduct to families, management or colleagues
- Making or publishing false, vicious or malicious statements about any client, employee, supervisor, the company or its centres
- Failure to hand in lost property is regarded, as stealing and dismissal will follow. Lost property is to be handed to the Nominated Supervisor.

Disciplinary Action

All staff members are made fully aware that continued abuse of the following might result in disciplinary action. These include, but are not limited to the following:

- Unauthorised absence



- Having personal visitors whilst on shift
- Continued personal phone calls
- Unauthorised solicitation or distribution of money or materials
- Poor work standard
- Carelessness
- Low level of enthusiasm
- Lack of personal cleanliness
- Failure to report health, fire or safety hazards
- Repeated tardiness

Source: Education and Care Services National Regulations 2011, National Quality Standard, Australian Children's Education & Care Quality Authority. (2014). ECA Code of Ethics, Anti-Discrimination Act, Fair Work Act, Industrial Relations Act, Work Health and Safety Act, Ombudsman Act, Privacy and Personal Information Protection Act

Date Implemented: 16/04/2012

Review Completed: 16/01/2016

Schedule for Review: 16/01/2018

National Quality Standard – NQS	
Quality Area 4: Staffing Arrangements	
4.2	Educators, coordinators and educators are respectful and ethical.
4.2.1	Professional standards guide practice, interactions and relationships.
4.2.2	Educators, coordinators and educators work collaboratively and affirm, challenge, support and learn from each other to further develop their skills, to improve practice and relationships.
4.2.3	Interactions convey mutual respect, equity and recognition of each other's strengths and skills.
Quality Area 7: Leadership and Management	
7.2.2	The performance of educators, coordinators and educators is evaluated and individual development plans are in place to support performance improvement.
7.3.2	Administrative systems are established and maintained to ensure the effective operation of the service.
7.3.4	Processes are in place to ensure that all grievances and complaints are addressed, investigated fairly and documented in a timely manner.
Education and Care Service National Regulations	
168	Education and care services must have policies and procedures

