Staff Code of Conduct Policy

Policy first issued	22nd August 2016
Current review date	7th August 2024
Personnel responsible	Childcare Operations

NQS 7 Governance and Leadership

NQS

QA 4	4.2	Management, educators and staff are collaborative, respectful and ethical
	4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
	4.2.2	Professional standards guide practice, interactions and relationships.
QA 7	7.2.3	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

National Regulations

Regs	168	Education and care service must have policies and procedures

Aim

Our Centre aims to ensure that positive, co-operative relationships are formed between all educators and management. Educators and management will at all times conduct themselves in an ethical manner and strive to make all interactions positive and compliant with the Centre's Declaration of Intent, Policies and Procedures.

Implementation

The Representative of the Approved Provider, Management, Nominated Supervisor, educators, staff members, volunteers and students will uphold the following **ethical conduct principles** at all times, and promote positive interactions within the Centre and the local community.

1. Commitment to our Centre Declaration of Intent and values, including the promotion of a meaningful connection to the NQF and best practice in early childhood education in partnership with our families.
2. Effective, open and respectful two-way communication and feedback between employees, children, families and management.
3. Honesty and integrity in all interactions between children, families, employees and management.
4. Consistency and reliability in all exchanges with children, families, employees and management.
5. Commitment to a workplace which values and promotes the safety, health and wellbeing of employees, volunteers, children and families.
6. Commitment to an Equal Opportunity workplace and culture which values the knowledge, experience and professionalism of all employees, team members and management, and the diverse heritage of our families, staff and children.

The Representative of the Approved Provider, Management, Nominated Supervisor, educators, staff members and volunteers will:

- Ensure their work is carried out efficiently, economically and effectively. They will act in a professional and respectful manner at all times while at work, giving their full attention to the Centre responsibilities and adhering to all Centre policies, procedures, laws and regulations.
- Act honestly and exercise diligence 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, Child Care Operations Management, Representative of the Approved Provider or the Ombudsman.

- 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.
- Comply with our Privacy and Confidentiality Policy when dealing with confidential information and records.
- Report (suspected) breaches of the Code of Conduct to management, preferably in writing.
- Include children and families in the decision making process.
- Implement activities and experiences that are age appropriate, culturally sensitive and inclusive.
- Refrain from developing close personal relationships with children outside work.
- Refrain from using abusive, derogatory or offensive language.
- Comply with all Centre policies, including those which ensure our activities and environment are safe for children and protect children from harm, abuse and neglect.

Examples of Appropriate Interactions with children

- Use of YouTube, social media and technology to support age appropriate curriculum.
- Physical contact to soothe children, build trusting relationships, demonstrate learning and skills and assist children with additional needs.

Examples of Appropriate Educator Interactions

- Positive, trustworthy and co-operative relationships with team members.
- Respectful, courteous and empathetic communications and behaviour.
- Complying with Centre 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.
- Sharing the work load equitably with team members.
- Using the Educator's Communication Books to communicate messages where shifts make it difficult to convey information face-to-face. These means will ensure all educators are informed on important matters. It is the educator's responsibility to check the Communication Books.

The Representative of the Approved Provider, Nominated Supervisor, educators, staff members and volunteers will not:

- 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 or through any other means. Additionally, they will not support those who do this.

- Accept gifts which exceed $30 in value. If this occurs in circumstances where the gift cannot reasonably be refused or returned, the gift will be immediately disclosed to the Representative of the Approved Provider or Nominated Supervisor. Modest gifts or benefits valued less than $30 may be accepted if they do not create a sense of obligation, are conducted transparently and there are no conflicts of interest.
- Accept an offer of money, regardless of the amount.
- Seek or accept a bribe.
- Acquire personal profit or advantage because of their position (e.g. through the use of Centre information).
- Convert any property of the Centre to their own use unless properly authorised.
- Approach other employees, managers or visitors directly on individual matters that don't concern them.
- Engage in any action in breach of our *Privacy and Confidentiality Policy*, including but not limited to disclosure of confidential information. Confidential information will only be accessed by authorised persons for the purpose intended.
- Engage in or support any action in breach of our *Technology Usage Policy* or *Social Media 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.
- Drink alcohol or use illicit substances on the Centre's premises or come to the Centre under the influence.
- Smoke on the Centre's premises including in the car park.
- Show favouritism towards any child.

Families, visitors and children will:

- Treat all children at the Centre equally and respectfully.
- Report any suspicious behaviour to the Nominated Supervisor or Representative of the Approved Provider and encourage a safe and supportive Centre environment.
- Respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background.
- Refrain from bullying, harassing or discriminating against any child or adult at the Centre.
- Respect the decisions of educators and staff members and teach children to do likewise.
- Tell an educator or the Representative of the Approved Provider or Nominated Supervisor if they see any instances of bullying, harassment or discrimination at the Centre.
- Cooperate and follow classroom rules.
- Listen to educators' instructions and follow them.
- Control our emotions and talk to an educator if feeling upset.
- Speak to an educator, the Representative of the Approved Provider or the Nominated Supervisor if they are worried, concerned or have a grievance about something.

Families and Visitors will:

- Not drink alcohol or use illicit substances whilst on the Centre's premises or come to the Centre under their influence.
- Not smoke on the Centre's premises including in the car park.
- Not have physical contact with children at the Centre who are not their own unless a staff member is present.

NQS

Education and Care Services National Regulations 2011
National Quality Standards
Early Years Learning Framework
Occupational Health and Safety Act 2004
Fair Work Act 2009

Bryant, L. (2009). Managing a Child Care Service: A Hands-On Guide for Service Providers. Sydney Community Child Care Co-Operative.
Preventing and Responding to Workplace Bullying: Safe Work Australia Draft Code of Practice
Anti-bullying jurisdiction: Fair Work Commission
Child Safe Standards

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: 7 August 2024
Date for next review: August 2025