



Staff Code of Conduct

Relevant Legislation

Children (Education and Care Services National Law Application) ACT 2010

Education and Care Services National Regulation 2011:168

National Quality Standard for Early Childhood Education and Care and School Age Care Standard: 4.1; Element: 4.2.1; Element: 4.2.2; Element; 4.2.3.

Introduction

Our workplace is shaped not only by the philosophy of the preschool but is also greatly influenced by the people that make up our preschool community (AECA). Staff and educators employed by Tathra Preschool are valued as a key resource in providing quality outcomes for children and their families. Our philosophy embraces individual and cultural diversity and principles of equity and inclusion which will enable staff to feel a sense of belonging within the preschool community.

This policy has been developed to ensure a framework for staff conduct based on positive relationships. Ethical conduct guides behaviour and decision making founded in respect for children, families, educators, staff and the wider community.

Policy Goals

The Tathra Preschool community will uphold the highest standards in ethical conduct in accordance with the *ECA Code of Ethics (2010)* *The United Nations Convention on the Rights of the Child (1989)* and Tathra Preschools philosophy and policy.

Strategies: What will we do?

The Nominated Supervisor and Educational Leader will ensure:

- Educators and staff are familiar with the legislation and statutory documents that apply to their role with children, families and other staff in the centre
- Educators and staff are familiar with the *ECA Code of Ethics* and Tathra Preschool's philosophy. This will guide conduct and decision making within the centre.
- Ethical conduct and decision making occurs with reference to legislation and statutory documents and through a process of critical reflection. Decision making processes will be clear and the Director will be accountable for decisions and able to demonstrate how those decisions are made.
- All educators and staff are made aware of their obligations through personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.
- That the preschool community works together in the best interests of the children and families and will act in a manner that will enhance the standing of the early childhood sector. This involves a full understanding of role responsibilities and obligations combined with collegial practice and collaborative decision making.

A Framework for Practice

Educators and staff are supported to demonstrate high standards of professional conduct at all times in their work with children, families, other staff and the wider community. The following statements reflect our philosophy in action.

At Tathra we recognise the importance of relationships for children's development and learning in which educators:

- Use calm, friendly voices with each other;
- Respect each other's feelings;
- Are sensitive and courteous to each other;
- Express themselves clearly and listen to each other;
- Model appropriate conflict resolution language and behaviour;
- Welcome diverse ideas and perspective ;
- Resolve differences promptly;
- Work collaboratively;
- Interact with each other in a way which conveys mutual respect, equity and recognition of each other's strengths and skills.

Educators and staff will:

- Strive to implement the National Quality Framework (Education and Care National Regulations 2012, Early years learning Framework and the National Quality Standard) to guide practice, interactions and relationships
- Represent the Preschool in a positive way;

- Adhere to the policies and procedures of the preschool;
 - Practice any procedures that require a level of knowledge and skill for example emergency procedures, evacuations, first aid..
 - Freely contribute and feedback on any preschool process / policy for the betterment of the preschool school and continual improvement.
 - Manage conflict or complaint in accordance with the Preschools' relevant policies and procedures (e.g. Conflict Resolution Policy).
- Ensure information regarding children and their families remains confidential, and will only be discussed with appropriate people within the Preschool and **not** any person outside the Preschool unless required by law.
 - Use Tathra Preschools Behaviour Management Policy "**Guiding Children's behaviour**" and **Interactions with Children Policy** as a framework for interactions with children. Educators scan the environment regularly to monitor children's behaviour and ensure a safe, supportive and nurturing environment for children.
 - Support our positive attitude towards health and physical wellbeing and
 - Refrain from smoking, taking illegal drugs or consuming alcohol prior to or when working at School;
 - Consume healthy lunches and snacks whilst in the company of young children;
 - Wear clean, neat clothing appropriate to the type of work to be undertaken. Hat for outdoors and closed in shoes for working;
 - Adhere to the Work Health and Safety Act and Regulation.

Evaluation

Educators, staff and volunteers in the service will conduct themselves in an ethical manner through clear processes in accordance with legislative and statutory guidelines.

Procedures and Forms

- Staff Induction Checklist
- Staff Induction Pack
- Staff Record.
- Enrolment Form
- Enrolment Handbook
- Grievance Procedures

Links to other Policies

- Staff Induction Policy
- Staff Appraisal Policy
- Confidentiality and Privacy Policy
- Staff Immunisation Policy
- Grievances and Complaints Policy
- Interaction with Children Policy
- Arrivals and Departures Policy
- First Aid Policy
- Emergency Procedures Policy
- Sun Protection Policy
- Water Safety Policy

- Health Hygiene and Infection Control
- Incident, Injury, Trauma, Illness Policy
- Medication and Medical Conditions
- Work Health and Safety Policy
- Nutrition Policy
- Child Protection Policy

Sources and References

DEEWR (2009). Belonging Being and Becoming: The Early Years Learning Framework for Australia. www.deewr.gov.au.

ECA Code of Ethics (2016)

United Nations Convention of the Rights of the Child (1989)

Early Childhood Australia www.eca.com.au

Early Childhood Australia : Every Child magazine – vol. 16 no. 1, 2010, p. 24

Date Adopted

December 2012

Review Date

2017 Updated
2021 review or when procedure, practice or legislation changes.