

CODE OF CONDUCT



1.0 PURPOSE

Our Service is committed to working together to promote an ethical, respectful, just and responsible organisation. Our Code of Conduct upholds the ethical principles, professional standards and behaviours that guide our decision making and practice at our Service.

Our Service will uphold the highest standards in ethical conduct in accordance with the ECA (Early Childhood Australia) Code of Ethics (2016) and our Service's strategic and operational policies and procedures.

2.0 SCOPE

Applies to all management, staff, committee members, students, families and visitors of the Service.

3.0 PRINCIPLES

The Code of Conduct is grounded in the principles of:

- Being Ethical – we treat people with respect and accept them as they are.
- Justice – we act with integrity and believe that everyone has the right to be treated fairly, without discrimination.
- Dignity – we treat all people with care and acknowledge that each person is unique.
- Excellence – we excel in all that we do so we can positively promote our Preschool and its values.
- Unity – we create a workplace in which we collaborate with respect as a sign that we value one another.
- Courtesy – we treat people with courtesy and do all we can to assist each other.

4.0 NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	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	Professional standards guide practice, interactions and relationships.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.

7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
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EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

82	Tobacco, drug and alcohol-free environment.
84	Awareness of child protection law.
155	Interaction with children.
168	Education and care services must have policies and procedures.

5.0 DEFINITIONS

WORD/TERM	DEFINITION
ECA	Early Childhood Australia – Australia’s peak early childhood advocacy organisation.
Approved Provider / Nominated Supervisor	The Approved Provider / Nominated Supervisor is the person who is in charge of the Service.

6.0 ROLES AND RESPONSIBILITIES

The Approved Provider/Nominated Supervisor will:

- Ensure the Service operates in line with the Education and Care Services National Law and National Regulations 2011 at all times.
- Ensure all Educators and staff are made aware of their obligations through personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.
- Ensure decision making processes are clear and transparent.
- Ensure there is a copy of the ECA’s Code of Ethics displayed in a prominent place within the Service for Educators, staff and families to access.
- Ensure that there are times when all Educators and staff can participate in staff meetings to discuss and reflect on the practices within the Service in relation to continuous improvement.
- Investigate any breach of the Code of Conduct in line with the principles identified within the Policy.

The Early Childhood Educators/Staff will:

- Be familiar and act in accordance with the legislation and statutory documents that apply to their role with children, families and other staff in the Service.
- Be familiar and act in accordance with the ECA Code of Ethics and Service policies and procedures.
- Maintain their knowledge of the broad legislation and conventions that apply to their role with children, families and their team.
- Demonstrate an ongoing engagement with the principles outlined in the Early Years Learning Frameworks and the ethical requirements in the National Quality Standards.
- Use staff meetings to critically reflect on practices in relation to continuous improvement.
- Engage safely, respectfully and collaboratively within the team.
- Ensure a professional relationship is maintained with all Educators and staff while demonstrating integrity, honesty and mutual respect.
- Recognise and value diversity and knowledge amongst team members.
- Report any improper conduct or misconduct to the Approved Provider.

Our Families will:

- Respect confidentiality at all times.
- Give feedback in relation to Educators' professional conduct to the Approved Provider / Nominated Supervisor or appropriate delegate as necessary.
- Act in a professional manner whenever they are involved in the programs provided by the Service.
- Communicate to the Nominated Supervisor, Educator other staff member any individual requests regarding the Code of Conduct.

7.0 POLICY STATEMENT

Our Service will use this Code of Conduct as the basis for guiding, supporting and evaluating all ethical conduct, professional standards and behaviours within our Service.

The professional conduct of our team and wider Preschool community, in relation to one another, the children and their families, the community and the Education and Care Services sector is based on the following set of expected standards of professional conduct:

- Administer an approved education and care service in compliance with the National Quality Framework;
- Operate within a family and child centred context;
- Engage in reflective, ethical and sustainable decision making.

The ECA's Code of Ethics is integral to our service as it guides the ethical principles and professional standards and behaviours of conduct towards children, families, colleagues, educators, students and the wider community.

Our Service accepts professional ownership of the ECA's Code of Ethics (2016) and formally acknowledges that it provides us with:

- A basis for critical reflection about our ethical responsibilities;
- A guide for professional standards and behaviours;
- Principles to inform individual and collective decision making.

These standards of professional conduct are supported by and should be read in conjunction with:

- The National Quality Framework document suite as made available through the Australian Children's Education and Care Quality Authority (ACECQA); and
- Our Service's operational policies and procedures.

Any breach of the Code of Conduct may lead to further action including legal or disciplinary action.

8.0 REFERENCES

Australian Children's Education and Care Quality Authority (ACECQA) (2014).
Education and Care Services National Law and National Regulations (2011).
Early Childhood Australia Code of Ethics. (2016).

9.0 RELATED POLICIES AND PROCEDURES

Providing a Child Safe Environment Policy Complaints and Grievances Resolution (Staff) Policy Complaints and Grievances Resolution (General) Policy Enrolment and Orientation Policy Family Participation and Communication Policy Social Networking Policy Acceptable use Policy for ICT resources	Online Privacy Policy Governance and Leadership Management Incident, Injury, Trauma and Illness Policy Interaction with Children Privacy and Confidentiality Policy Inclusion Policy Staff/Parent Communication Policy Determining a Responsible Person Policy
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10.0 REVIEW

POLICY REVIEWED BY	Narelle Blachford	Director/Nominated Supervisor
POLICY REVIEW DETAILS		NEXT REVIEW DATE July 2025
July 2022	<ul style="list-style-type: none"> Overhaul of content including the addition of references to ECA Code of Ethics. Formatting, template updates. 	
POLICY REVIEW HISTORY	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
[Date of Previous Review]	<ul style="list-style-type: none"> [Summary of review/changes] 	July 2022

CODE OF CONDUCT ACKNOWLEDGEMENT

I hereby acknowledge that Moama & District Preschool Centre Inc. (the Preschool) has a Code of Conduct Policy.

I have read this Policy, I understand its contents, and I agree to abide by the principles, practices and consequences set out within.

I agree to take responsibility for reporting any improper conduct or misconduct which has been, or may be occurring in the Preschool via the appropriate avenues.

I agree to take responsibility for contributing in a constructive, positive and ethical way to enhance the reputation and/or work practices (where applicable) of the Preschool.

I understand that the Approved Provider or appropriate delegate will deal with any breach of this Policy, and that any serious breach could lead to further action including legal or disciplinary action.

I understand that a signed copy of this Acknowledgement will be kept on file while I am involved with the centre, and will be disposed of at the end of this time.

Signature	
Name (please print)	
Date	