



# Staff Code of Conduct

Review Date: 25/06/2020

## Introduction

This policy relates to conduct within the care and education services.

Ethical conduct guides the behaviour and decisions within the care and education setting and is founded in respect for, and the valuing of children, families, educators and staff, and the extended service community.

## Goals – What are we going to do?

The centre community will uphold the highest standards in ethical conduct in accordance with the ECA Code of Ethics (2016), The United Nations Convention on the Rights of the Child (1991), service philosophy and policy.

## Strategies - How will it be done?

Educators and staff will be familiar with the legislation and statutory documents that apply to their role with children, families and other staff in the centre.

Educators and staff will be familiar with the **ECA Code of Ethics and service philosophy**. This will guide conduct and decision making within the centre.

Ethical conduct and decision-making will occur with reference to legislation and statutory documents and through a process of critical reflection. Decision-making processes will be clear and the service director/Nominated Supervisor will be accountable for decisions and able to demonstrate how those decisions are made.

The Approved Provider and Nominated Supervisor of the service 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.

The service community will work 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.

## **Statutory Legislation & Considerations**

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

Education and Care Services National Regulations 2011

### **Sources**

ECA Code of Ethics (2016),

United Nations Convention on the Rights of the Child (1991)

Early Childhood Australia - [www.eca.com.au](http://www.eca.com.au)

Community Childcare Cooperative Sample Policies – [www.ccccnsw.org.au](http://www.ccccnsw.org.au)

### **Related Policies**

- Service Philosophy
- Privacy
- Providing a Child Safe Environment
- Employee Induction
- Guiding Children's Behaviour
- Inclusion
- Interactions with Children
- Parent/Guardian Code of Conduct
- Staff Appraisal
- Volunteers and Students

Educators and staff will display **a duty of care not only to children, families and visitors, but to each other**. They will promote a respectful and positive work climate in which their colleagues feel safe and supported. They will work as a team to strive for excellence in service and to promote the service in a positive light within the community.

## **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.

**Adopted by the Management Committee**

**Signed by: Belinda Fayle, President**

**Date Signed: 25/06/2018**

**REVIEW DATE: 25/06/2020**