

CODE OF CONDUCT POLICY

2017 / 2018

Date:	25 Oct 2017
Version:	1.
Last Amended By:	Susan Wilkinson
Next Review:	Oct 2018
Position:	Nominated Supervisor / Director / Teacher / Administration

1 Aim

Edgeworth Child Care Centre aims to implement this code as a basis for evaluating professional conduct, and as a reference tool for the thought processes that inform pedagogy, including actions and reactions towards professional conduct, relationships, views, influence and position with communities and society. Ethical conduct guides the behaviours and decisions within the service and underpinned by the respect for, and the valuing of children, families, educators, staff, and the extended service community.

2 Overview

- Educators
- Children
- Staff
- Families
- Management

3 Responsibilities for the Approved Provider

The Approved Provider of an education and care service must -

- Ensure the service is operates in line accordance with the Education and Care Services National Law 2010 and Education and Care Services National Regulations 2011 at all times.
- Ensure all educators and staff are made aware of their obligations through the induction process, Staff Handbooks, Employment Contracts, personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.

4 Responsibilities of the Nominated Supervisor

- The Nominated Supervisor of an education and care service must –
- Ensure the service operates in accordance with the Education and Care Services National Law 2010 and Education and Care Services National Regulations 2011at all times.

- Ensure all educators and staff are made aware of their obligations to conduct themselves in an ethical and professional manner 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 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 can participate in staff meetings to discuss and reflect on the practices within the service in relation to continuing improvement.

5 Responsibilities of the Educators and Ancillary Staff

The Educators and ancillary staff of an education and care service must –

- have read and understood the legislation and statutory documents that apply to their role with children, families and other staff in the centre.
- have read and understood the ECA Code of Ethics and service philosophy.
- 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 Framework and the ethical requirements in the National Quality Standards.
- Use staff meetings to critically reflect on practices in relation to continuing improvement.

6 Responsibilities of the Family/Guardian

The Family/Guardians of an education and care service must –

- Respect confidentiality at all times.
- Give feedback in relation to educator's professional conduct to the Approved Provider as necessary.
- Act in an ethical manner whenever they are involved in the programs provided by the services.
- Communicate to the Responsible Person or staff any individual request regarding staff/educators' conduct.
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7 Related Documents

- Australian Children's Education and Care Quality Authority (ACECQA) - www.acacqa.gov.au
- National Quality Standard Quality Area 4: Staffing Arrangement – Standard 4.2
- Early Childhood Australia Code of Ethics 2006
- UN Convention on the Rights of the Child
- Australia Childhood Foundation: www.childhood.org.au

8 Related Statutory Obligations & Considerations

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- Guide to the National Quality Standards 2011

Reg 12	Meaning of serious injury
Reg 85	Incident, injury, trauma and illness policies and procedures
Reg 86	Notification to parents of incidents, injury, trauma and illness
Reg 87	Incident, injury, trauma and illness record
Reg 88	Infectious diseases
Reg 89	First aid kits
Reg 168	Education and care service must have policies and procedures
Reg 168 (2)(b)	Incident, injury, trauma, and illness procedures complying with regulation 85
Reg 177	Prescribed enrolment and other documents to be kept by approved provider
Reg 183	Storage of records and other documents

QA 4	Staffing arrangements
QA 4.2.	Educators, co-ordinators and staff members are respectful and ethical.
QA 4.2.1	Professional standards guide practice, interactions and relationships.
QA 4.2.2	Educators, co-ordinators and staff members work collaboratively and affirm challenge, support and learn from each other to further develop their skills, to improve practice and relationship.
QA 4.2.3	Interactions convey mutual respect equity and recognition of each other's strengths and skills.

9 Amendment History

Version	Amendment	Short Description
Ver No. 1	n/a	n/a

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.