



Code of Conduct Policy

National Quality Standard

QA4	4.1.1	Organisation of Educators- The organisation of Educators across the Service supports 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
	4.2.1	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
QA7	7.1.1	Service philosophy and purpose- A statement of Philosophy guides all aspects of the Services operation's
	7.1.3	Roles and Responsibilities- Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

National Regulations

Regs	168	Education and Care Services must have Policies and Procedures
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Aim

To ensure that our Educators and Management have a clear understanding of our code of conduct and our expectations. This Policy has been created to provide our stakeholders with clear guidelines and transparency to our Practices and Procedures.

Our Commitment

As a team of Educators and Management our Code of Conduct applies to all of us, we will abide by the following:

- Abide by all relevant legislation requirements including Education and Care Services National Regulations and Law.
- Abide by the Early Childhood Australia's Code of Ethics.
- Abide by and follow your role description and adhere to the guidelines of our staff handbook
- Understand and actively implement all Policies and Procedures of the Service.
- Actively participate in the input and development of the Service wherever possible, including Policy and Procedure development and review, continuous quality improvements, provide feedback constructively, participate in staff meetings.
- Represent the Service in a positive way.

- Will not breach confidentiality and privacy laws by discussing Families and Children in an inappropriate manner.
- Treat Children, Families, Educator’s or Visitors to the Service with courtesy, respect and consideration always.
- Strive to build a safe, harmonious, equitable and non-discriminatory workplace.
- Will not behave in a fraudulent or dishonest manner.
- Never perform my role in a way that places yourself and/or others at risk.
- Must not disregard lawful and reasonable directives from management.
- Create and maintain safe and healthy environments and spaces, which enhance Children’s learning, development, engagement, initiative, self-worth and dignity.
- Act in the best interest of the Children always.
- Value, respect and support the abilities and knowledge of other Educators, Children and their Families.
- Must not be adversely affected by and/ or under the influence of drugs or alcohol while performing work duties or representing our Service.
- Must not use unprofessional or obscene language or gestures towards Colleagues, Children or Families or engage in unprofessional conversations (e.g. gossiping)
- Engage in behaviour which could be considered as, or constitute bullying, discrimination or harassment.
- Provide unauthorised information and or false allegations to the media or Government Departments.
- Will not post inappropriately use company property or use company property for personal use.
- Will not post inappropriate, false or malicious comments online regarding our Service, it’s workplace, colleagues, Children or Families. This includes, but is not limited to Social Networking Sites, emails and text messages.
- We will ensure that we recognise and support collaborative partnerships with Families and Community.
- We will acknowledge our Ancestors and ensure that they are represented through our Philosophy and program
- Ensure that Dress Code of Conduct is adhered to at all times so that we are representing our Service in a professional manner.

Sources

Education and Care Services National Regulations 2011

National Quality Standard

ACECQA: www.acecqa.gov.au

Guide to the National Quality Framework

Employee Acknowledgement

Employee Name:	Signature:
	Date