

## Staff Code of Conduct

<b>Published</b>	<b>June 2018</b>
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<b>Sources</b>	Education and Care Services National Regulations, October 2017 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Standard, February 2018 Privacy Act 1988 Antidiscrimination Act 1977 Early Childhood Australia Code of Ethics 2006

### **Aim:**

To ensure Educators and Staff understand what conduct is expected of them, fulfill their duty of care and act in a way to positively promote the service within the community.

### **Explanation:**

Staff and Educators, have a duty to present themselves in an ethical, consistent, respectful and responsible manner while maintaining confidentiality at all times. All interactions between Educators, Co-ordination Unit Staff, Children and Parents and the wider community are to be conducted in this manner.

### **Key Principles of the Code:**

- Integrity
- Leadership
- Selflessness
- Objectivity
- Accountability
- Openness
- Honesty
- Respect

### **In relation to the Co-ordination Unit Staff and Educators:**

- Abide by their obligations under the current Education and Care Services National Regulations and the relevant National Quality Standard in relation to the Staff Code of Conduct
- Abide by the Australian Early Childhood's Code of Ethics
- Display in a prominent position within their residence or venue the Australian Early Childhood Code of Ethics
- Promote and uphold the Philosophy of Country Children's Early Learning in the care environment and in the wider community
- Understand and actively implement all the Policies, Procedures and Guidelines of Country Children's Early Learning
- Represent the Service in a positive way
- Accept Duty of Care for the welfare, safety, health and happiness of the children in our care
- Respect each child's right to privacy
- Maintain the confidentiality of any information which is provided about children or their families

- Act with integrity and honesty
- Maintain a family centred approach
- Deliver services in a professional manner, and to the best of their ability
- Be effective and open in our communication between Children, Parents, Educators and Staff
- Discuss confidential information or issues of the Service with appropriate people within the Service
- Observe the correct lines of responsibility, and raise all concerns, issues, problems with the appropriate FDC team member as soon as possible
- Resolve any conflicts with other staff using the policies and procedures developed within the Service
- Treat all those involved with the service, and the wider community with courtesy, respect and consideration
- Be honest and fair with others
- Respect cultural differences
- Provide a welcoming, inclusive and safe environment for all people associated with the service
- Be impartial in reaching decisions and be prepared to accept the responsibility associated with that decision
- Strive to build a safe, harmonious, equitable and non-discriminatory workplace
- Recognise, respect and understand the value and intrinsic worth of each child and family

**Continual Monitoring and Improvement:**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Staff accessing current relevant information
- Co-ordination Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems