

Code of Conduct (Educator/Staff)

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.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS		
168		Education and care services must have policies and procedures

RATIONAL

KAZ Early Learning Centre's purpose is 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.

All permanent and relief Educators and all other Staff Members agree to abide by this code of conduct. Whilst the Approved Provider/ Nominated Supervisor are ultimately responsible for ensuring the Code of Conduct is adhered to, all Educators and other Staff Members will assist in maintaining the code.

Responsibilities of the Approved Provider

- Ensure the service operates in accordance with the Children (Education and Care Services) National Law (NSW) and Education and Care Services National Regulations 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.

- Ensure the Nominated Supervisor upholds the policy at all times and enforces the Code of Conduct throughout the service.
- If a family or staff member acts out of conduct please refer to the **Grievance and Complaints Policy**.

Responsibilities of the Educators

- Educators have a responsibility to comply with Legislation, Council Policies, Guiding Principles and Procedures, the National Quality Framework and the Code of Conduct to perform their duties effectively.
- Ensure they 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.
- Educators are expected to always behave in ways that promote the safety, welfare and wellbeing of children.
- Educators will use positive child behavioural management techniques that support children and encourage positive change.
- Educators need to be aware of and comply with, relevant Child Protection Legislation and related service policies and procedures.
- Educators will respect the uniqueness of each family and strive to learn about their culture, structure, lifestyle, customs, languages and beliefs.
- Demonstrate an ongoing engagement with the principles outlined in The Early Years Learning Framework and the ethical requirements in the National Quality Standards.
- Use staff meetings to critically reflect on practices in relation to continuous improvement.
- Educators are to wear required uniform and behave in a manner which demonstrates professionalism and show respect for others including colleagues and families.
- Educators will continue to strive for improvement of their service, including additional training and upgrading of skills.

Responsibilities of the Nominated Supervisor

- Ensure the service operates in accordance with the Education and Care Services National Law and Education and Care Services National Regulations at 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 continuous improvement.

Care of Children

The Nominated Supervisor and other members of staff must, in relation to each child at the Service ensure that:

- a) The health, welfare, and progress of the child are promoted, and
- b) The child is provided with a range of activities designed to promote social, emotional, cognitive, cultural and physical development, and
- c) The child is (where appropriate) provided with regular and varied meals and refreshments, having regard to the child's age and to community practices, and
- d) The child is provided with educational and recreational activities (both on an individual and a group basis) that are suitable and adequate for the needs and interests of the child.

Sleeping Arrangements

The Nominated Supervisor must provide an adequate number of beds for the children at the Service, having regard to their number, ages and hours of the day during which they are at the Service.

The Nominated Supervisor must ensure that:

- a) Each bed for children at the Service is equipped with a clean and comfortable mattress and bed linen, and bed clothing that are appropriate to the climate.
- b) All bed linen and clothing is kept clean and in a satisfactory condition.
- c) No child sleeps in the same room as an adult.

Supervision of Children

The Nominated Supervisor must ensure that children at the service are adequately supervised, having regard to their ages, physical and intellectual development by primary contact members of the Service's staff.

The Nominated Supervisor must ensure that no person is allowed to supervise children unless the person:

- a) Is sympathetic to the welfare of children.

- b) Has adequate knowledge, understanding and experience of children so as to be capable of meeting their needs.
- c) Is able to adequately care for and supervise children.
- d) Is of suitable age, health and personality to care for children and
- e) Is of good character.
- f) Has received suitable training in the proper care of children.

The Nominated Supervisor must ensure that all children are adequately supervised at all times. The age of the children and activities in which the children are engaged in at the time must be considered.

The Nominated Supervisor must ensure that no member of staff who is supervising children, both supervises the children and performs other duties at the same time if those duties would adversely affect the quality of supervision.

Health and Medical Attention

If a child is injured or becomes ill while at the Service, and in the opinion of the Nominated Supervisor/Responsible Person, needs immediate medical or dental treatment, the Nominated Supervisor/Responsible Person must notify the parents or guardian to arrange to collect the child as soon as possible. If the parent/guardian cannot be contacted, organise to take the child to a Medical Practitioner as soon as possible.

A child must not be given medication otherwise than in accordance with:

- a) the written instruction of a Parent/Guardian/Responsible Nominee for the child,
or
- b) in the case of an emergency – the verbal or written instructions of a medical practitioner.

The Nominated Supervisor must ensure:

- a) that there is a suitable and fully stocked first-aid kit at the Service, and
- b) that at least one member of staff at all times holds approved qualification in the administration of first aid, as well as Asthma and Anaphylaxis training, and
- c) that all first-aid equipment, medicine, drugs and other substances potentially harmful to children are stored in cupboards that are secured by means of childproof locks.

Discipline of Children

The Nominated Supervisor and all staff must ensure that each child at the Service:

- a) is given adequate positive guidance towards socially acceptable behaviour, and
- b) is not subject to or threatened with:
 - any form of punishment, or
 - any punishment that takes the form of immobilisation or force-feeding, or
 - any punishment that is intended to humiliate or frighten the child.

Children not to perform unreasonable Duties

The Nominated Supervisor and all other members of staff must ensure that a child at the Service is not required to perform duties that are unreasonable, having regard to the child's age and physical and intellectual development.

Animals

The Nominated Supervisor must ensure that any animal kept at the Service as a pet is clean and well cared for.

Children not to be released into the Care of Strangers

The Nominated Supervisor and all other staff must ensure that no child leaves the Service in the care of any person other than:

- a) a person who is entitled to the custody of the child, or
- b) a person who is an authorised nominee, by such a person to have the care of the child.

Notification of Death

The Nominated Supervisor must notify the death of a child at the Service to Management who will then notify:

- a) The Parents/Guardian of the child
- b) A member of the Police Force
- c) Notify the regulatory authority and DET
- d) The Insurance Company

Responsibilities of the Family

- Respect confidentiality at all times.
- Act in an ethical manner whenever they are involved in the programs provided by the services.

- Families must have a professional attitude and display appropriate behaviour at all times. Staff must be treated with respect regardless of the situation.
- Parents, families & guardians are to raise all grievances in a mature and polite manner with the Nominated Supervisor. Grievances can be reported via telephone, in person or in writing (written or emailed).
- Parents, families & guardians will not approach educators, children or members of their family in an aggressive, abusive or violent manner.
- Where matters cannot be resolved through the staff at the service the Nominated Supervisor should escalate the matter to the Approved Provider. Families are encouraged to communicate any issues they have to the management of the service in a professional manner.
- Using inappropriate behaviour could put your child's position at the service at risk of being cancelled.

Responsibilities of the Children

- Children are encouraged to be respectful and polite to everyone, this including other children, educators, parents, visitors, volunteers and members of the public.
- Children will be treated as individuals with respect and courtesy.
- Children will display age/ability appropriate behaviour. Behaviours that are offensive or threatening to others will be addressed in accordance with Behaviour Guidance policy
- Children will treat all equipment with care.
- Children will be educated and cared for according to the National Quality Framework.
- Children will be protected from physical danger, intimidation and discrimination.
- Unacceptable behaviour could result in position at the service being jeopardised.

Professional Boundaries

Unacceptable Communication

Inappropriate comments or swearing
Inappropriate pet names (nick names)
Vilification or humiliation
Jokes or innuendo of a sexual nature
Obscene gestures and language
Correspondence of a personal nature via any medium

Unacceptable Physical Contact

Unwarranted touching of a child or young person personally or with objects
Corporal punishment (physical discipline, smacking)

Initiating, permitting or requesting inappropriate or unnecessary physical contact (massage, kisses, tickling games)
Inappropriate use of physical restraint
Grabbing children by the arms, pulling children around by arms

Inappropriate Situations

Inviting/allowing/encouraging children and young people to attend the educator home
Allowing children access to the educator’s personal internet locations (Social Media)
Being alone with a child outside of the educators’ responsibility

<p>Related Statutory Obligations & Considerations Australian Children’s Education and Care Quality Authority (ACECQA) www.acacqa.gov.au Australia Childhood Foundation www.childhood.org.au Early Childhood Australia Code of Ethics http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/ Children (Education and Care Services) National Law (NSW) 104a https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full Education and Care Services National Regulations https://www.legislation.nsw.gov.au/#/view/regulation/2011/653 UN Convention on the Rights of the Child https://www.unicef.org.au/Upload/UNICEF/Media/Our%20work/childfriendlycrc.pdf</p>			
<p>REVIEW 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 <i>Education and Care Services National Regulation</i>, 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.</p>			
Amendment		Professional Boundaries added Format changed	
Date Issued:	October 2019	Review Date:	October 2020
<p>Family, Educator and Staff Comments:</p>			