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CODE OF CONDUCT POLICY

QUALITY AREA 7: LEADERSHIP AND MANAGEMENT

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National Quality Standards (NQS)

Quality Area 6: Collaborative Partnerships with Families and Communities	
6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions
6.1.2	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child’s learning and wellbeing
6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing
6.2.1	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities
6.2.2	Effective partnerships support children’s access, inclusion and participation in the program

Quality Area 7: Governance and Leadership	
7.1	Governance supports the operation of a quality service
7.1.1	A statement of philosophy guides all aspects of the service’s operations.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations 2011

Children (Education and Care Services) National Law Act 2010	
84	Awareness of Child Protection Law
155	Interactions with children
156	Relationships in groups
157	Access for parents
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed

Introduction

Code of Conduct establishes a standard of behaviour to be followed by the Approved Provider, Nominated Supervisor, children, families, educators, staff, volunteers and students on placement at the service.

The Code of Conduct defines how individuals should behave towards each other, towards the children in care at Woden Early Childhood Centre, and towards other organisations and individuals in the community. We believe in forming an inclusive and welcoming environment and workplace by providing experiences that motivate and facilitate personal growth and development for educators, staff and families. The values that underpin our work ethic includes equality, respect, integrity and responsibility.

Definitions

Assault: An incident where a person causes injury, pain, discomfort or damage to another person. It also includes insult or deprivation of liberty. Assault can be physical or verbal.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Ethical conduct: Always act in the best interests of children, their parents/guardians and families, educators, staff and users of the service.

Harassment: When someone is demeaning, derogatory or intimidating towards another person. Harassment includes:

- racial taunts
- taunts about sexual orientation or gender identity
- sexual harassment: unwelcome physical, verbal or written behaviour of a sexual nature
- repeated insulting remarks.

Respect: Value the rights, religious beliefs and practices of individuals. Refrain from actions and behaviour that constitute harassment or discrimination.

Support: Work in a co-operative and positive manner.

Serious incident: An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the Regulations or is mistakenly locked in/out of the service premises (Regulation 12). A serious incident should be documented in an Incident, Injury, Trauma and Illness Record (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Children Education and Care Assurance must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.

Goals – What are we aiming to do?

As a professional provider of quality early childhood education, Woden Early Childhood Centre Inc., will support the rights of children, their families and those involved in the education and care of the children. WECC is committed to providing a standard of service which ensures the safety and wellbeing of all involved in the Centre both physically and mentally.

As such WECC understands the importance of ensuring that all educators, staff, volunteers, students, families as well as the children themselves understand the types of behaviours that are expected of them whilst on WECC premises or an activity associated with Woden Early Childhood Centre. This document sets out the various codes of conduct applicable to these groups.

Woden Early Childhood Centre aims to establish a common understanding of Centre standards expected of all involved in the Service. We aim to ensure positive relationships are formed between all educators, management and families, promoting dignity and respect by avoiding behaviour which is or may be perceived as harassing, bullying or intimidating. Educators, management and families will at all times conduct themselves in an ethical manner and strive to make all interactions positive and compliant in accordance with the Services philosophy.

Strategies – How will it be done?

This Code of Conduct applies to all educators, staff, volunteers, parents and carers as well as the children.

Educators, staff, students and volunteers agree to:

Conduct themselves in accordance Early Childhood Australia Code of Ethics. Conducting themselves in a calm and positive manner and use appropriate language i.e. no swearing, derogatory terms or sexual jokes/innuendos or racial comments.

Relationships with children

In their relationships with children, the Approved Provider, Nominated Supervisor, educators, staff, students and volunteers will demonstrate their commitment to high-quality education and care for children by:

- welcoming, acknowledging and farewell each child and family daily where possible
- valuing and supporting family interactions and participation
- nurturing collaborative and reciprocal relationships with educators, staff, parents and carers, children, community organisations with a child development and education focus, through honest and open communication.
- being a positive role model at all times

- Being honest, open and respecting the values, beliefs and perspective of others.
- encouraging children to express themselves and their opinions
- allowing children to undertake experiences that develop self-reliance and self-esteem
- maintaining a safe environment for children
- making sensitive decisions about what to do and how to respond to each child
- being respectful and equitable to all children.
- respecting the rights of all children
- using words, facial expressions, touch and closeness sensitively.
- listening sensitively and deeply to all children and respond with genuine warmth and interest
- respecting children's need for personal space
- talking with children rather than at them
- adapting a range of teaching strategies that are responsive to different children in different contexts.
- contributing to a service environment that is free from discrimination, bullying and harassment
- speaking to children in an encouraging and positive manner
- listening actively to children and offering empathy and support
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity
- having regard to the cultural values, age, physical and intellectual development, and abilities of each child at the service
- providing opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members and volunteers at the service
- promoting positive behaviour management, by assisting children to develop self-control and learn methods of resolve conflicts
- encouraging and assisting children to undertake activities of a personal nature for themselves e.g. toileting and changing clothes at the appropriate age
- respecting the confidential nature of information gained about each child while participating in the program

Relationships with parents/guardians and families

In their relationships with parents/guardians and families, the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students and volunteers will demonstrate their commitment to collaboration by:

- being respectful of, and courteous towards, parents/guardians and families at all times
- considering the perspective of parents/guardians and families when making decisions that impact on the education and care of their child
- communicating with parents/guardians and families in a timely and sensitive manner
- responding to concerns expressed by parents/guardians and families in a timely and appropriate manner
- respecting the cultural context of each child and their family
- working collaboratively with parents/guardians and families
- respecting the privacy of information provided by parents/guardians and families, and keeping this information confidential, as required under the Privacy and Confidentiality Policy

Expectations of Parents and guardians

This Code of Conduct applies to all parents and guardians of children attending Woden Early Childhood Centre, including extended family members, friends, etc. who may drop off or pick up children from Woden Early Childhood Centre premises, or who may attend events organised by Woden Early Childhood Centre.

Parents/ guardians agree to:

- Support all efforts to prevent any form of abuse at Woden Early Childhood Centre and encourage a child safe and child friendly environment.
- Abide by any procedures or codes adopted by the centre. Our code of practice ensures that high standards are sought and expected and reinforce the ideals of the community.
- Adhere to Woden Early Childhood Centre's Rules of Association
- Behave in a respectful and courteous manner that sets a good example for the children in the centre.
- To use appropriate language i.e. no swearing, derogatory terms or sexual jokes/innuendos
- Not to smoke, drink alcohol or use illicit substances while at the Centre and not to attend the Centre while under the influence of alcohol or illicit substances.
- Show respect for the decisions of all educators, staff, volunteers and Management Committee members and guide children to do likewise.
- Respect the rights, dignity and worth of every person and family regardless of gender, ability, cultural background or religion.

Relationships with colleagues at the service

In their relationships with colleagues, the Approved Provider, Nominated Supervisor, educators, staff, students and volunteers will demonstrate collegiality by:

- developing relationships based on mutual respect, equity and fairness
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of their peers
- sharing expertise and knowledge in appropriate forums, and in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches

Professional responsibilities

The Approved Provider, Nominated Supervisor, Certified Supervisor, educators and all staff will demonstrate commitment to their professional responsibilities by:

- undertaking their duties in a competent, timely and responsible way
- ensuring their knowledge and expertise is up to date and relevant to their role
- understanding and complying with legal obligations in relation to:
 - discrimination, harassment and vilification
 - negligence
 - mandatory reporting
 - privacy and confidentiality
 - occupational health and safety
 - raising any complaints or grievances

Children

This Code of Conduct applies to all children attending Woden Early Childhood Centre's premises or who attend events organised by Woden Early Childhood Centre, including siblings and friends. Children will be supported and guided by Woden Early Childhood Centre educators, staff/volunteers to conduct themselves in the following manner:

- To respect themselves and others
- To use language to express themselves and communicate their wants and needs as appropriate to their level of development
- To care for their environment and equipment as well as the belongings of others
- To co-operate and follow the agreed classroom rules
- Resolve conflict in a peaceful manner
- To follow the directions and instructions of staff/volunteers

It is acknowledged that each Room Leader will develop, in consultation with their children, rules specific to their room which are to be in keeping with the above Code of Conduct for Children and Woden Early Childhood Centre's ethos.

Management Committee

This Code of Conduct also applies to all members holding positions on Woden Early Childhood Centre's Management Committee including any duly formed sub-committees.

Committee Members agree to:

- Implement child protection procedures that minimise risk and prevent harm
- Value and support family interactions and participation
- Nurture collaborative and reciprocal relationships with staff, parents and carers, children, community organisations with a child development and education focus, through honest and open communication
- Be honest, open and respect the values, beliefs and perspective of others
- To use appropriate language i.e. no swearing, derogatory terms or sexual jokes/innuendos
- Respect and keep the confidentiality of all children and families attending Woden Early Childhood Centre.
- Adhere to Woden Early Childhood Centre's Rules of Association.

Evaluation

All involved at WECC will conduct themselves in an ethical manner through clear processes in accordance with legislative and statutory guidelines.

Related policies / documents

- *Complaints and Feedback*
- *Grievance Policy*
- *Staff Code of Conduct*

Statutory legislation and considerations

- Education and Care Services National Regulations 2011
- Education and Care Services National Law Act 2010

Sources and references

- Australian Children's Education & Care Quality Authority.
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Revised National Quality Standards

Authorisation

John Rothwell
President
2017-18 WECC Management Committee