

WODEN EARLY CHILDHOOD CENTRE

CODE OF CONDUCT FOR STAFF POLICY

POLICY STATEMENT:

Woden Early Childhood Centre supports staff to demonstrate high standards of professional conduct at all times in their work with children, families, other staff and the wider community.

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

RATIONALE:

It is important that staff practices and behaviours reflect the professional principles and values of the early childhood sector and those of the general wider community.

SCOPE: This policy applies to all permanent, temporary and casual staff, students and volunteers working at the Centre

RELEVANT LEGISLATION:

ACT Centre Based Children's Services Conditions for Approvals in Principle and Licences 2000

QUALITY ASSURANCE SYSTEM:

Quality Improvement & Accreditation System - Quality Practices Guide 2005 (QA 1; QA 7)

LOCATION OF INFORMATION

This information is provided to staff during induction and is in the staff handbook and Committee/Board Manual. A copy of Early Childhood Australia's Code of Ethics is on display in the programming room and the Code is regularly revisited during staff meetings.

Source Documents:

Children's Services Regulation 2004

Key resources:

Early Childhood Australia – Code of Ethics
www.earlychildhoodaustralia.org.au (April 2006)

POLICY REVIEW

This policy is reviewed on a biannual basis initially by the Centre's staff and then by families. Once the policy has been reviewed and any changes are made, it goes to the Management Committee for ratification. Please refer to the *Policy Development and Review* policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 4.3.10

1.0 INTRODUCTION

Woden Early Childhood Centre's Code of Conduct complements the Early Childhood Australia's Code of Ethics and should be read in conjunction with this policy. The Code of Ethics provides a basis for critical reflection, a guide for professional behaviour, and general assistance with the resolution of ethical dilemmas.

2.0 PRACTICES

All staff and volunteers at Woden Early Childhood Centre agree to:

- 2.1 abide by the relevant legislation including *Children's Services Regulation 2004* and *Children and Young Persons (Care and Protection) Act 1998*
- 2.2 abide by the *Early Childhood Australia's Code of Ethics 2006* and actively support the philosophy of the Centre
- 2.3 understand and actively implement all the policies, procedures and rules of the Centre including those specified in the Constitution/Rules and any others determined by the Management Committee
- 2.4 represent the Centre in a positive way
- 2.5 only discuss confidential information or issues of the Centre with appropriate people within the Centre but not with any person outside the organisation, unless required by law
- 2.6 not to smoke, take illegal drugs or consume alcohol immediately prior to or when on duty on the premises
- 2.7 resolve any conflicts with other staff or members of the Committee using the policy and procedures developed within the Centre
- 2.8 treat children, families, other staff or members of the Committee or visitors to the Centre with courtesy, respect and consideration at all times
- 2.9 act positively on complaints and provide services to the best of their ability
- 2.10 strive to build a safe, harmonious, equitable and non discriminatory workplace
- 2.11 value, respect and support the abilities and knowledge of other staff or members of the Committee, children and their families
- 2.12 wear clean, neat clothes professionally appropriate to the type of work to be undertaken and not offensive to the children, families, other staff or members of the Centre

Note: It is unacceptable for any staff member to use any form of harassment, physical, verbal or emotional punishment when carrying out their duties with children, families, other staff members or other visitors to the Centre.