



Code of Conduct

Approved by board on: 25th July 2023
Scheduled review date: July 2025

Introduction

Our Preschool is committed to a code of professional conduct, upholding ethical principles and professional standards that guide decision-making and practice at the service.

This includes a system of ethical inquiry to provide a basis for reflection on how to relate to and contribute to the education and care community in which we actively participate. Our service will uphold the highest standards in ethical conduct in accordance with the ECA Code of Ethics (2016), The United Nations Convention on the Rights of the Child (1989) and service philosophy and policy.

Ethical conduct guides the behaviour and decisions within the Preschool and is founded in respect for, and the valuing of children, families, educators and staff, and the extended service community.

Goals

The professional conduct of our team, in relation to one another, the children and their families, the community, and the Education and Care Services sector is based on the following set of expected standards of professional conduct:

- administer an approved education and care service in compliance with the National Quality Framework;
- operate within a family and child centred context;
- engage in reflective, ethical, and sustainable decision making.

Policy

The Preschool community will uphold the highest standards in ethical conduct in accordance with the *ECA Code of Ethics* (2010), *The United Nations Convention on the Rights of the Child* (1989) and service philosophy and policy.

- Educators and staff will be familiar with the legislation and statutory documents that apply to their role with children, families and other staff in the Preschool.
- Educators and staff will be familiar with the *ECA Code of Ethics*, *The Rights of the Child* and *service Philosophy, mission, vision and values*. This will guide conduct and decision making within the Preschool. These standards of professional conduct are supported by the National Quality Framework and all policies and procedures.

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- Ethical conduct and decision making will occur with reference to legislation and statutory documents and through a process of critical reflection. Decision making processes will be clear and the Director will be accountable for decisions and able to demonstrate how those decisions are made.
- The Provider and Nominated Supervisor of the Preschool ensure all Educators and staff are made aware of their obligations through personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.

The preschool community will work together in the best interests of the children and families and will act in a manner that will enhance the standing of the early childhood sector. This involves a full understanding of role responsibilities and obligations combined with collegial practice and collaborative decision making. Educators and staff will have weekly team meetings and the Code of Conduct and the Rights of the Child will be regularly reviewed.

Educators, staff and volunteers in the service will conduct themselves in an ethical manner through clear processes in accordance with legislative and statutory guidelines.

Responsibilities

The Approved Provider will:

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 at all times.
- Ensure all Educators and staff are made aware of their obligations through personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.
- Ensure all staff sign a Code of Conduct Agreement and agree to their obligations.
- Ensure all parents/carers agree to abide by the Parent Code of Conduct during the enrolment process.

The Nominated Supervisor will:

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 at all times.
- Ensure all educators and staff are made aware of their obligations 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.

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- 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 continuing improvement.

Educators and Responsible Persons are Responsible for:

- Educators and staff will be familiar with the legislation and statutory documents that apply to their role with children, families and other staff in the Preschool.
- Educators and staff will be familiar with the ECA Code of Ethics, the Rights of the Child and service philosophy.
- Maintain their knowledge of the broad legislation and conventions that apply to their role with children, families and their team.
- Demonstrate an ongoing engagement with the principles outlined in The Early Years Learning Frameworks and the ethical requirements in the National Quality Standards.
- Use staff meetings to critically reflect on practices in relation to continuing improvement.
- Engage respectfully and collaboratively within the team.
- Ensure a professional relationship is maintained with all educators while demonstrating integrity, honesty and mutual respect.
- Recognise and value diversity and knowledge amongst team members.

Families are responsible for:

- Respecting confidentiality at all times.
- Giving feedback in relation to educators' professional conduct to the Approved Provider as necessary.
- Acting in a professional manner whenever they are involved in the programs provided by the service.
- Communicating to the Responsible Person or staff any individual requests regarding staff/educators' code of conduct.