



# EMPLOYEE CODE OF CONDUCT

## 1. POLICY STATEMENT

This Code of Conduct, hereafter referred to as 'the Code', is a set of expectations and behaviours to manage the risks to children's safety and ensure high quality education and care of the children enrolled at Elizabeth Chifley Presbyterian Preschool, hereafter referred to as 'the Service'. The Code reflects our commitment to working together to promote an ethical, respectful, and safe environment for those who share in the life of our preschool.

Underlying the Code is an unequivocal commitment to fostering the dignity, self-worth and integrity of every person. It reflects the values of educators, Board members, parents and other stakeholders who are part of the Service community.

### 1.1 PURPOSE

This Code is designed to

- promote positive and effective relationships within the Service community
- promote the learning, wellbeing and safety of children who attend the Service
- protect from false, misconceived, malicious or vexatious accusations
- create an environment where abuse is difficult to hide and where those in our care are protected
- ensure proper procedures for dealing with allegations of breaches of the Code

### 1.2 APPLICABILITY

The Code of Conduct applies to all Service employees contracted on a temporary, casual, fixed term, or continuing basis. A separate Code of Conduct applies to students and volunteer visiting our Service and can be found in the *Student and Volunteer Induction Policy*.

The Code applies for the duration of a contract of employment with the Service whether written or verbal.

The Code applies to any dealings with children, families, fellow employees, regulatory bodies, Government Department officials, Board Members, suppliers, students, volunteers and in social media interactions.

- I. Arrange yoga mats to ensure adequate space for each child's individual needs.
- II. Create a relaxing atmosphere for resting children by playing relaxation music, reading stories, cultural reflection, turning off lights and ensuring children are comfortably clothed. The environment should be tranquil and calm for both educators and children. Educators will sit near resting children and support them by encouraging them to relax and listen to music or stories.

### 1.3 CLARIFICATION

If there is any conflict between this Code and applicable legislation, the legislation will prevail. An employee should consult with the Director if they are uncertain about the interpretation of the Code.

Service employees hold a special position of trust and must be accountable for their actions. The Centre is committed to principles of fairness and natural justice and any breach of the Code will be determined by examination of all circumstances including the explanation of the employee.

A breach of the Code will be dealt with in accordance with the Service's *Grievance & Disciplinary Procedure*.

### 1.4 REVIEW OF THE CODE

The Code will be reviewed and updated annually to maintain its currency and value.

## STATUTORY LEGISLATION AND CONSIDERATIONS

Australian Children's Education & Care Quality Authority: Guide to the National Quality Framework

Belonging, Being & Becoming: The Early Years Learning Framework for Australia

Office of the Children's Guardian Codes of Conduct: A guide to developing child safe Codes of Conduct

Education and Care Services National Law Act (2010)

Education and Care Services National Regulations (2021)

Early Childhood Australia (ECA) Code of Ethics (2019)

Grievance & Disciplinary Policy (2021)

Jericho Road Early Childhood Services Child Protection Policy

United Nations Convention on the Rights of the Child (UNCRC)

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## 1.5 RESPONSIBILITIES OF THE EMPLOYEES

### In my relation to the profession, I will:

- a) Rely on this Code for the foundation of my actions and interactions in daily practice
- b) Lead by example with a commitment to foster the dignity, self-worth, and integrity of every person within the Service community
- c) Perform all duties in a professional and conscientious manner
- d) Behave with honesty, integrity and in an ethical manner
- e) Act with care, compassion and diligence in the course of my employment
- f) Proactively promote and champion the positive role that early childhood education can have in the life of a child, their family and community
- g) Avoid any forms of discrimination on grounds such as ethnicities, culture, values and beliefs
- h) Comply with all applicable Australian Laws, Regulations, Standards and Codes related to early childhood education as listed below, and maintain a current understanding of these enabling me to perform my work duties competently:

*Education and Care Services National Law Act 2010*  
*Education and Care Services National Regulations (2021)*  
*Belonging, Being & Becoming: The Early Years Learning Framework for Australia*  
*Australian Children's Education & Care Quality Authority: Guide to the National Quality Framework*  
*Early Childhood Australia (ECA) Code of Ethics 2019*

- i) Comply with Service policies and procedures and maintain a current understanding enabling me to perform my work duties competently, including:

*Jericho Road Early Childhood Services Child Protection Policy*

- j) Ensure that personal use of alcohol, or prescription, or illegal drugs does not interfere with my duties
- k) Demonstrate a legal Duty of Care, which this involves diligent and active behaviours including punctuality to class and adequate supervision
- l) Engage in critical reflection and ongoing professional learning to build and ensure my knowledge is current and best practice
- m) Dress appropriately for my professional role as outlined in my *Employment Contract*
- n) Hold and maintain a current First Aid Certificate and refresh CPR annually
- o) Hold and maintain a current *Working with Children* check clearance

### In relation to my employer, I will:

- a) Act with integrity always
- b) Respect and uphold the values of the Service as articulated in this Code, the Laws, Regulations, and Service policies as listed above
- c) Comply with any lawful and reasonable direction given by the Director
- d) Ensure my private affairs/ interests are not in conflict with professional duties
- e) Inform the Director of potential conflicts of interest
- f) Participate in all compulsory training
- g) Treat all Service property and assets with care and respect
- h) Address criticisms or complaints through the correct grievance mechanism (refer to *Grievance & Disciplinary Policy*)

### In relation to my colleagues, I will:

- a) Build a spirit of collegiality and professionalism through collaborative relationships based on trust, mutual respect and honesty
- b) Recognise and respect the individual potential and talents of colleagues irrespective of ethnicities, culture, values, and beliefs
- c) Foster unity, harmony, and cooperation in working relationships
- d) Participate in a lively culture of professional inquiry to support continuous improvement
- e) Use constructive methods to resolve differences of opinion and negotiate shared perspectives and actions
- f) Observe the principles of natural justice in dealing with complaints against colleagues

### In relation to families, I will:

- a) Be inclusive by welcoming all families
- b) Work to establish a relationship based on courtesy, mutual trust, and open communication that is in the best interests of their child
- c) Support families as children's first and most important teacher and respect their right to make decisions about their children
- d) Respect parents' and guardians' rights of inquiry, consultation and information about their children, and their right to enter our Service at any time when their child is in care
- e) Respect family values and opinions while enabling a child to examine a variety of viewpoints
- f) Respect family privacy and treat information with an appropriate level of confidentiality
- g) Disclose accurate information as required by a compelling professional purpose, required by law, or if the personal safety of a child or employee is at risk
- h) Ensure families understand the relevant laws, regulations and policies that affect their child, their child's educators, and themselves
- i) Provide current information and research to families on early childhood education and development



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## In relation to children, I will:

- a) Treat all children with respect
- b) Listen to and value children's ideas and opinions
- c) Demonstrate compassion, remain calm and promote a nurturing environment
- d) Act in the best interests of the child and view them as a capable individual with rights
- e) Abide by the National Law (2010) and the *United Nations Convention on the Rights of the Child (UNCRC)* - children will not be subjected to any form of corporal punishment or unreasonable discipline
- f) Notify the Director immediately of any suspicions of situations involving any form of risk of harm to children, including physical abuse, sexual abuse, emotional abuse, neglect, or ill-treatment whether from an unknown source, a family member or fellow employee. Document my concerns, file in the *RoSH* folder, and decide on a suitable course of action in consultation with the Director as per the *Jericho Road Early Childhood Services Child Protection Policy*
- g) Provide meaningful and engaging learning experiences based on children's interests with a balance of both child and teacher-initiated activities
- h) Follow a guiding approach to children's behaviour as outlined in the *Service Behaviour Management Policy*, based on the ECA booklet *Children's behaviour: A guiding approach by Louise Porter*
- i) Recognise that the purpose of child management is to promote the development of responsible self-discipline within the child, the wellbeing of others and effective management of the Service
- j) Seek guidance from the Director or Support Teachers a child's behaviours are challenging and recurring
- k) Be familiar with and implement *Individual Learning Plans* as developed for the individual child
- l) Not engage in unwarranted and unacceptable physical contact with children
- m) Seek a child's permission for acceptable physical contact and respect their refusal
- n) Engage in acceptable physical contact when children need comfort and reassurance, assistance with dressing or toileting or when treating an injury
- o) Attend to daily records to demonstrate moving in/out of a space which is a release from/or a resuming of responsibility and supervision of children
- p) Be aware of risks that arise in the workplace and take steps to minimise and/or eliminate these risks and inform the Director of immediate and potential risks to the safety of all Service and community members

## 2. EMPLOYEE ACCEPTANCE

I acknowledge that I have read, understood and accepted this Code of Conduct.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_