



Staff Code of Conduct

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Next Review Date:
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EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

82	Tobacco, drug and alcohol-free environment
84	Awareness of child protection law
155	Interactions with Children
168	Education and care services must have policies and procedures

QUALITY AREA

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.
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.

Policy statement:

Lipscombe Child Care Services Inc (**the Service**) Staff Code of Conduct outlines expectations of all educators, staff and volunteers, is designed to promote a positive culture of safety, fairness and ethical behavior.

The Service has a responsibility to provide a safe and supportive work environment that recognises the strengths, abilities and contributions of all. This environment must be free from discrimination, bullying or harassment.

Equally, all staff have a responsibility to act in a professional manner, perform their duties diligently with a focus on delivering high quality care, contributing to a safe and positive, equitable environment free from bias and prejudice that promotes the wellbeing of children, families, team members, students, volunteers and others who may participate in the Service.

The Policy forms part of the terms and conditions of employment, contract or volunteering at the Service. A breach of this Policy may result in disciplinary action and termination of such arrangement by the Service.

Target Audience:

Management, Educators, Staff, Students, Volunteers and Contract Employees.

Roles & Responsibilities:

All Employees, contractors and volunteers must read and understand policy documents issued to them. If there is something that is not understood, it is their responsibility to seek clarification from a coordinator or management. Employees, contractors and volunteers are responsible for their conduct at all times and must report breaches of policy promptly to a coordinator or management.

Program Coordinators should in addition to above, communicate effectively in a timely fashion with management if any breach of policy is observed or reported. Co-coordinators are leaders within the Service. Leadership refers to positive influence, leading and inspiring others.

Management should make relevant information available to employees and other stakeholders. Management should respond efficiently in a meaningful way to any report of breach of policy or code of conduct.

Students / Volunteers should uphold the standards and principles detailed in Service Policy and Procedure.

Guidelines:

1. Work safely

- Carry out work in a safe manner
- Be aware of and look after everyone's safety and health
- Ensure the premises and equipment are in a safe condition for use
- Intervene if a person is at risk
- Report any health and safety incidents/issues to Management

2. Treat families, children and fellow staff with honesty, courtesy and respect

- Establish and maintain positive interactions and relationships
- Treat each person with respect and courtesy, valuing them as individuals
- Be honest and demonstrate integrity, trust and respect
- Think before you speak or use body language – use respectful, encouraging and socially

appropriate language and behaviour

- Do not use negative, abusive, threatening, harassing or bullying language or behaviour
- Promote and work towards creating a culturally safe environment for children, families and staff.

3. Perform duties with professionalism, integrity and efficiency

- Act in a professional way that upholds the reputation of the Service while at work
- Be aware that conduct outside work hours, particularly when identified by Service uniform or participation in a Service event or function, or by your job title on social media, also represents and reflects on the Service.
- Be respectful, responsible and vigorous in discussion and review of service delivery.
- Be responsible for evaluating the performance of other staff will act in a fair and considerate manner based on clearly defined criteria.
- Understand that any arrangement between an Educator and any family for babysitting is a strictly private arrangement. Babysitting services are in no way connected with the Service.

4. Respect Diversity

- Respect the rights of others as individuals and use an inclusive approach
- Treat and respect people equally, regardless of gender, age, socio-economic status, race, language, beliefs, additional needs and family structure or lifestyle
- Do not use behaviour, language or other practices that label, stereotype or demean others

5. Maintain confidentiality

- Do not use or disclose information you are given for work purposes outside work
- Comply with privacy laws and the Service Privacy Policy

6. Communicate and Collaborate

- Discuss any issues that may arise with a view to finding positive outcomes
- Communicate openly and frequently
- Collaborate with other workers and challenge and learn from each other recognising each other's strengths and skills

7. Avoid or manage conflicts of Interest

- Disclose any real or perceived conflict of interest between work life and personal life to Management.¹
- Disclose any personal relationships with other staff or families to Management.
- Do not ask for or accept gifts, favours or entertainment from families except if approved by management
- Understand that any arrangement between an Educator and any family for babysitting is a strictly private arrangement. Babysitting services are in no way connected with the Service.

8. Drugs, Alcohol and Smoking

- Do not come to work if under the influence of alcohol or other drugs
- Do not smoke at the Service

9. Caring for Property

- Respect the property of the Service and of children, families and staff
- Do not use Service resources improperly/for personal use including financial, material, intellectual property, information and knowledge, including reports, documents, files, books, manuals, records, statements, papers, writing and similar items, whether in hard copy, electronic, magnetic or other form) and other materials, property or equipment.
- Time is a valuable Service resource which should be used productively and effectively to the benefit of children and the program.
- Do not remove copy, share, damage, dispose of or interfere with property, documents or files of the Service.

10 Sustainability

- Act in an environmentally responsible manner while at the Service
- Support children to become environmentally responsible

¹ There may be occasions when employees have contact with families away from the Service. Employees have a responsibility to ensure that the relationship outside the service does not affect interactions with a family in the care setting. Additional attention should be paid to confidentiality in the Service environment.

Links to other Policies:

WH & S
Staff Handbook
Contract of Employment
Computer Usage
Positive Interactions
Duty of Care
Supervision
Privacy and Confidentiality
Leave Policy
Grievance Policy
Counselling and Discipline Policy
Philosophy
Recruitment
Position Descriptions
Inclusion and Equity Policy
Drug and Alcohol Policy
Performance Review Policy
Child Protection policy
Interactions – Educators and Children policy
Professional Development policy
Responsible Person in Day to Day Charge policy

References:

Contract of employment
Lipscombe Child Care Services Staff Handbook
NQF
Education and Care Services National Law and National Regulation 2010
ECA Code of Ethics
EYLF
Training.gov.au
Childrens Services Award 2010

Changes made at review:

Policy created September 2012
Added reference to Regulations, Punctuality, Participation.
Removed interactions and Leave (separate policies) 2013
Added notes to Respect Diversity, Punctuality, Room Placements March 2013
Added notes to Professionalism / Work ethic section May 2015
Added links to other policies May 2015
Reviewed and amended Policy statement May 2015
Split Code of Conduct from Staff Procedures document October 2015 and amended Code
Added babysitting August 2016
May 2018 – Updated National Quality standards
August 2022 – Format updated, Regulations and Quality Areas moved to the front of policy. Additional Regulations and Quality Areas added. Additional links to policies added. Link in reference removed, not a valid web address.
July 2023 – Added notes about promoting and creating culturally safe environments for all.

Code of Conduct Declaration

I,have read, understand and agree to abide by the Lipscombe Child Care Services Staff Code of Conduct, and understand adherence is a condition of my employment or volunteer work. I understand that a breach of the Code of Conduct may result in disciplinary action including termination of volunteer work or employment.

Date..... Signed.....

Received by:..... Date.....