

16. Code of Conduct for Staff Members



Introduction

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

Purpose

Our centre will uphold the highest standards in ethical conduct in accordance with the Early Childhood Australia's (ECA) Code of Ethics (2016), The United Nations Convention on the Rights of the Child (1989) as well as our centre philosophy and policies.

Goals – What are we going to do?

Our centre uses this Code of Ethics as a basis for evaluating professional conduct. Ethical conduct guides the behaviour and decisions within the service and is underpinned by respect for, and the valuing of children, families, educators and staff, and the extended centre community.

Strategies – How will it be done?

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.

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

Is an international human rights treaty that grants all children and young people a comprehensive set of rights.

ECA Code of Ethics:

Is a set of statements about appropriate and expected behaviour of early childhood professionals. It reflects current pedagogical research and practice, providing a framework for reflection about the ethical responsibilities of early childhood professionals.

The ECA Code of Ethics guides the ethical principles and professional standards of conduct towards children, families, colleagues, communities, students, employers, educators, and the conduct of research.

The standards outlined with the ECA Code of Ethics should be read in conjunction with:

- National Quality Framework documents through the Australian Children’s Education and Care Quality Authority (ACECQA).
- This centres Philosophy.
- This centres policies and procedures, which provide a framework for accountable and responsible professional practice.

Roles and Responsibilities

Approved Provider will:

- Ensure the centre operates in line with the Education and Care Services National Law and National Regulations 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.

Nominated Supervisor will:

- Ensure the centre operates in line with the Education and Care Services National Law and National Regulations 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.
- Ensure that there are times when all educators can participate in staff meetings to discuss and reflect on the practices within the centre in relation to continuing improvement.

Educators/Certified Supervisors will:

- 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 centre.
- Educators and staff will be familiar with the ECA Code of Ethics and centre 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.

Families will:

- Respect confidentiality at all times.
- Give feedback in relation to educators' professional conduct to the Nominated Supervisor as necessary.
- Act in a professional manner whenever they are involved in the programs provided by the centre.
- Communicate to Responsible Person or staff any individual requests regarding staff/educators' code of conduct.

Related Legislation

- Education and Care Services National Law Act
- Education and Care Services National Regulations: Regulations 168(2)(i)(i)

Links to other policies and documents

- Staff Handbook
- ECA Code of Ethics 2016
- UN Convention on the Right of the Child

Links to Education and Care Services National Regulations: 168(2)(i)(i)

Links to National Quality Standards/Elements: 4.2

Sources

- ACECQA – www.acecqa.gov.au
- Early Childhood Australia – Code of Ethics
- UN Convention on the right of the child
- Department of Education and Communities – www.dec.nsw.gov.au
- Community Early Learning Australia - CELA