

Staff Code of Conduct



Aim

Staff at Janelle Street Centre 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 Janelle Street Centre's philosophy and policies.

At Janelle Street Centre, we believe that ethical conduct should guide the behaviour and decisions within the care and education setting and should be founded on respect for, and the valuing of children, families, educators, and the extended service community.

Procedures and Practices

Educators will be aware of and guided by the legislation and statutory documents that apply to their role with children, families and other staff in the centre.

Educators will read, be familiar with and guided by the *ECA Code of Ethics* (2010), *the United Nations Convention on the Rights of the Child* (1989) and the service Philosophy.

The *ECA Code of Ethics* (2010) provides educators with a guide for their professional behaviour. It is a framework for critical reflection about the ethical responsibilities of early childhood professionals.

The United Nations Convention on the Rights of the Child (1989) highlights the vulnerability of each child in our care and our unique role of trust to care for and ensure that no child is violated, or their needs ignored for any reason.

The United Nations Convention on the Rights of the Child (1989) and the *ECA Code of Ethics* (2010) assist us as educators to identify the individuality of each child, consider the needs and importance of each family to their child and acknowledge the importance of self-esteem for each child's development.

The United Nations Convention on the Rights of the Child (1989) and the *ECA Code of Ethics* (2010) are to be used by each educator at Janelle Street Centre to guide all professional practices. These documents are informed by research and theory and encourage all stakeholders to work to fulfill the rights of the children and their families to an exceeding level as reflected in the National Quality Standards.

All educators will uphold and act in accordance with *The United Nations Convention on the Rights of the Child* (1989) and the *ECA Code of Ethics* (2010).

The United Nations Convention on the Rights of the Child (1989) and the *ECA Code of Ethics* (2010) will be clearly displayed throughout the service as a reference for all educators.

Educators will act with courtesy and professionalism at all times and be aware that when they are in uniform they are representing Janelle Street Centre.

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 transparent, and the centre director will be accountable for decisions and able to demonstrate how those decisions are made.

The Nominated Supervisor and Approved Provider at Janelle Street Centre will ensure all educators are made aware of their obligations during the staff induction process, personal discussions and during staff meetings and other activities and opportunities to critically reflect upon ethical practice.

Janelle Street Centre 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 are expected to develop their own personal philosophy that will be based on the National Quality Standards, *The United Nations Convention on the Rights of the Child* (1989) and the *ECA Code of Ethics* (2010) and this will align with the philosophy of Janelle Street Centre.

Educators will remember that they are role models and representatives of Janelle Street Centre especially when in uniform. Educators must be professional when in the centre or in uniform (eg no inappropriate language verbal or non-verbal, no smoking, no antisocial behaviours)

Educators will always dress in a professional manner and be mindful of their own personal hygiene. The centre's expectations will be made clear in its policies, during staff induction and throughout the year.

Educators are expected to be punctual and committed to their role at Janelle Street Centre. Educators are expected to arrive in time for the start of their shift, attend staff meetings and training and complete all paperwork and tasks as per their job descriptions and the requirements of the employer.

All educators will maintain confidentiality at all times in regard to the children, parents, fellow educators and in all interactions and conversations with them in and out of the service.

Mobile phone and media devices are not to be used during work hours at Janelle Street Centre. They are to be turned off and kept in the employees' locker unless the employee is on a break. If the employee has a smart watch this is to be not connected to receive messages and or calls during work hours.

If employees are linked on social media they are not to partake in any conversations about Janelle Street Centre, interact with any families, children or visitors in and or out of the service. Any communication from parents, carers or other related parties should be directed to formal channels of communication for an appropriate response. If any information is found to put Janelle Street Centre in a negative light or be viewed as affecting the business of Janelle Street Centre by a reasonable person this will result in the employee participating in a meeting to explain their actions and this may result in termination of their employment.

Educators will at no time partake in gossiping or speaking badly of any other employees, families and children of Janelle Street Centre.

No form of workplace bullying will be tolerated. Any workplace bullying matters will be referred to the Fair Work Commission which can direct employers to follow specific actions against bullies and or the Work Health and Safety Regulator who will investigate if WH&S duties have been violated.

Any educator assessed to be breaching any policies, procedures and/or the staff code of conduct will be directed to participate in a professional improvement process to improve their knowledge and skills. Failure to improve may result in the termination of their employment.

All educators are required by law to report all incidents falling under mandatory reporting guidelines in the timeframe required by legislation. All educators are required as a condition of employment to notify the service provider of the occurrence of any such incident on the day of occurrence. All educators are also required as a condition of employment to notify the service provider when the mandatory report has been made. Failure either to make the mandatory report in a timely manner or to inform the service provider may result in the termination of employment.

Staff time sheets are required to be completed daily and any incidents noted and advised. Failure to comply with this requirement will result in warning letters/performance improvement plans/termination of employment.

Breaches of Janelle Street Centre policies will result in consequences which may include warning letters/performance improvement plans/termination of employment.

Education and Care Services National Regulation 2011

This policy relates to the following

N/A

National Quality Standard

This policy relates to:

Quality Area 1 – Educational Program and Practice

- Standard 1.1 An approved learning Framework informs the development of a curriculum that enhances each child's learning and development
- Standard 1.2: Educators and co-ordinators are focused, active and reflective in designing and delivering the program for each child

Quality Area 2 – Children's Health and Safety

- Standard 2.3: Each child is protected

Quality Area 4 - Staffing Arrangements

- Standard 4.2: Educators, co-ordinators and staff members are respectful and ethical

Quality Area 5 – Relationships with children

- Standard 5.1: Respectful and equitable relationships are developed and maintained with each child
- Standard 5.2: Each child is supported to build and maintain sensitive and responsive relationships with other children and adults

Quality Area 6 – Collaborative Partnerships with families and communities

- Standard 6.1: Respectful supportive relationships with families are developed and maintained
- Standard 6.2: Families are supported in their parenting role and their values and beliefs about child rearing are respected

Sources

- ECA Code of Ethics (2010)
- United Nations Convention on the Rights of the Child (1989)
- www.eca.edu.au (accessed October 12, 2023)
- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 168
- National Quality Standard: 4.2.1 and 4.2.2

Adopted: November 07, 2012

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