

Ethical Conduct



Policy

The educators at this Centre will endeavour to conduct themselves in an ethical manner whilst in the workplace and seek to apply the Early Childhood Code of Ethics in all situations.

Background

Early Childhood Australia has a Code of Ethics which provides a framework for reflection about the ethical responsibilities of early childhood professionals, a guide for professional behaviour and principles to inform individual and collective decision-making. In this Code of Ethics, the protection and wellbeing of children is paramount, and therefore speaking out or taking action in the presence of unethical practice is an essential professional responsibility.

The following values and processes are central to the Code of Ethics:

- Respect
- Democracy
- Honesty
- Integrity
- Justice
- Education
- Courage
- Inclusivity
- Social responsiveness
- Cultural responsiveness

Janelle Street Centre educators will endeavour to implement this code in relation to Children, Families, Colleagues, and the Community.

Practices

All educators will be screened by undergoing a Working with Children Check (WWCC). This must come back with no convictions. Refusal to undertake the check or failure of it will mean non-employment at our Centre.

All employees shall enter into an Employment Agreement with Centre Management.

The Employment Agreement will clearly state the position being accepted, duties and responsibilities (job description), and conditions of employment. It is the responsibility of both the employee and the Centre Management to know the current award under which employment takes place. If an employee feels that there is a change or discrepancy in salary which they do not understand, the matter should be brought to the attention of Centre Management so that appropriate steps to resolve the issue can be undertaken.

Employed educators, other staff, volunteers, and visitors will sign an attendance register on each day of their attendance.

The Director will employ relief staff in cases of short-term absence of permanent employees. For long-term absences of permanent employees, normal interviewing procedures will be followed.

Educators and Volunteers are not to be affected by alcohol or drugs (including prescription medication) as this may diminish the Educator's capacity to supervise or provide education and care to children for whom they are responsible.

Educators whilst educating and caring for children must not consume any alcohol or be affected by any drugs (including prescription medication) as to possibly cause harm to any child or other Educator or Volunteer.

Janelle Street Centre must remain free of illicit drugs, alcohol and tobacco of any kind. If this policy is not abided by the Educators may receive disciplinary action or their position terminated. In the case of the volunteer they will not be allowed back into the centre.

Staff will not be under the influence of alcohol or any illegal drug or smoke whilst at the Centre or when in Centre uniform.

Staff will not offer OTC or prescription or illegal drugs to any other person on the premises or whilst in uniform. If a staff member requires medication during work hours it must be kept in a handbag in a locked locker and the key to that locker must be kept on the staff person at all times.

Any behaviour in or outside the Centre that reflects badly on the Centre or may cause damage by association to the Centre may result in disciplinary action or dismissal.

All educators must abide by the ECA Code of Ethics and Code of Conduct at all times.

Sources

- www.legislation.nsw.gov.au (accessed May 8, 2023)
- [ECA Code of Ethics - Early Childhood Australia](#) (accessed May 8, 2023)
- www.facs.nsw.gov.au (accessed May 8, 2023)

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