

## Code of Conduct

Clients should experience safe and high-quality services and support. Our Code of Conduct provides the directions for us to demonstrate the conduct that reflects our commitment to our clients, our communities and each other.

We acknowledge the importance of clients' rights and the need for honesty, accountability, respect for others and upholding the law. We value high ethical standards of behaviour and expect honesty, openness and integrity in everything we do.

We work tirelessly to uphold the human rights, safety and wellbeing of our clients. We have a zero-tolerance approach to violence, all forms of abuse, neglect, and exploitation. Safeguarding those who are vulnerable and at risk of abuse, neglect or exploitation is our responsibility.

This Code of Conduct applies to the Approved Service management, staff, Educators, parents/clients and children.

### In Relation to Children:

We are committed to prevention, early intervention and prompt responses to suspected, potential and actual violence, all forms of abuse, neglect and exploitation. All employees, volunteers and contractors have a responsibility to advocate for and empower those most at risk in our community. We are responsible for providing a healthy, nurturing and responsive setting that is both safe and stimulating.

We will

- Ensure in our dealings with children that their safety and wellbeing is paramount.
- Acknowledge the rights of children including the right to; a voice, participation, dignity, respect, being a child and learning through play.
- Create a positive culture of respect and zero tolerance where abuse is proactively managed.
- Empower people and encourage self-advocacy and speaking up.
- Respect all children as individuals with their own cultural, social and family backgrounds.
- Be holistic in our approach to children and their families.

### In Relation to Families/clients:

- Acknowledge and value the diversity of families including cultural, religious and child rearing practices.
- Acknowledge the rights of each family to confidentiality, privacy, information and participation.
- Assist families to exercise freedom of choice in accessing quality Family Day Care.
- Inform families of policies and procedures that relate to all aspects of their participation with the service.
- Be accountable to families by adhering to the legislative requirements regulating children's services.
- Maintain appropriate boundaries between personal and professional lives.

### In Relation to Colleagues:

- Recognise and respect the dignity and rights of the individual and conduct myself in a professional manner.
- Be fair and consistent in decision making within a cooperative framework.
- Recognise and observe boundaries that support professional relationships.
- Be accountable in my work relationships and value each individual and their contribution.

### In Relation to Self as a Professional:

- Respect each other, our clients and the communities we serve.
- Be committed to honesty, respect, integrity, reflective practices and professional development.
- Promote current child focused best practice. Engage in professional development opportunities.
- Practice open and effective communication.
- Ensuring that we are mentally and physically able to carry out our duties.
- Actively manage workplace conflict to create positive and constructive outcomes.
- Work cooperatively with others to achieve common goals and a harmonious environment.
- Act in ways that enhance the awareness of and reputation of the Approved Service.
- We wear suitable clothing that allows us to perform our duties safely and is appropriate to our work place.
- We should ensure that our presentation is professional, yet practical, comfortable and clean.
- Not be under the influence of any substance that impairs our ability.

### In Relation to Community:

- Liaise and cooperate with agencies and professionals which support children and families.
- Work within the legislative framework and quality assurance process to promote the wellbeing of children.
- Within the community act in ways that enhance the awareness of and reputation of the Approved Service.
- Smoking is prohibited by any person in all buildings, surroundings and vehicles. Designated areas for smoking must be beyond the sight and smell of clients/children.

### Confidentiality:

- Maintain and respect everyone's right to privacy and confidentiality.
- Information regarding families and children's will be shared according to legislation.
- Information will be shared with community agencies with the family's permission or according to legislation.
- Not to share confidential, private, personal or defamatory information with others.
- All Educators, Staff and Management must act in accordance with policy.

### Conflicts of Interest:

Individuals must maintain professional integrity and report potential conflicts of interest.

For example, but not limited to:

- Financial gain: circumstance that may compromise the financial integrity of either party.
- Relational gain: circumstance that may compromise the relational integrity of either party.
- Use of Position: Taking improper advantage of any information gained or circumstance in the course of work. Resources developed by the Approved Service are intellectual property and are not to be shared.
- Gifts: We should not accept gifts that may influence and/or appear to influence our judgement. It is unethical to accept gifts of significant value and/or solicit loans of money/goods or likewise to lend money to Educators, staff and/or families. We may accept small tokens of appreciation from other stakeholders (e.g. birthday gift etc.).

### Wrongdoing is illegal, improper or unethical conduct that:

- Is in breach of legislation or regulations, or which is otherwise illegal.
- Is a breach of the organisation's Code of Conduct or other policies.
- Infringes on the rights of any person or endangers the health and safety of others.
- Is fraudulent or dishonest.
- Could cause financial or non-financial damage to the organisation, or the reputation of the organisation.
- Constitutes maladministration, or is a misuse of organisational, public or other funds.
- Breaches of this Code of Conduct may result in disciplinary action, suspension or removal from the register, notification to an external agency, and/or criminal charges.

### Legislative context and sources:

We have a responsibility to familiarise ourselves and comply with:

- Approved Service guidelines, policies, procedures and Educator agreement.
- National Quality Framework including the Education and Care Services National Law 2010 and Regulations 2011, National Quality Standards, Early Years Learning Framework and the My Time Our Place framework.
- And any other legislation, regulation or standard as relevant including but not limited to: Child Protection, Child Safe Standards, Privacy, Discrimination and Work Health & Safety.
- United Nations - Convention on the Rights of the Child and Early Childhood Australia (ECA) Code of Ethics.

I declare that I have read and understood this Code of Conduct and I agree to abide by the terms and conditions.

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

Position Title: \_\_\_\_\_

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

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