



CODE OF CONDUCT POLICY

Introduction

Normanhurst West Community Preschool is committed to a code of professional conduct, upholding ethical principles and professional standards that guide decision-making and practice at the Preschool to be a Child Safe Organisation

This includes a system of ethical inquiry to provide a basis for reflection on how to relate to and contribute to the education and care community in which we actively participate. Our service will uphold the highest standards in ethical conduct in accordance with the ECA Code of Ethics (2016) The United Nations Convention on the Rights of the Child (1989), Child Safe Standards, Preschool philosophy and policies.

Goals:

Our Preschool uses this code as a basis for evaluating professional conduct, and as a reference tool for the thought processes that inform pedagogy, including actions and reactions towards professional conduct, relationships, views, influence and position within communities and society. 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 service community.

We recognise the importance of providing a safe environment for all children at our Preschool, and are committed to implementing and embedding the Child Safe Standards in all aspects of the preschool's operation to be a Child Safe Organisation.

Strategies:

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.
- commitment to implementing and embedding the Child Safe Standards in all aspects of the preschool's operation.

Child Safe Standards

1. Child safety is embedded in organisational leadership, governance and culture
2. Children participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved
4. Equity is upheld, and diverse needs are taken in to account
5. People working with children are suitable and supported
6. Processes to respond to complaints of child abuse are child focused
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
8. Physical and online environments minimise the opportunity for abuse to occur
9. Implementation of the Child Safe Standards is continuously reviewed and improved
10. Policies and procedures document how the organisation is child safe

Early Childhood Australia's (ECA) Code of Ethics (2016)

Early Childhood Australia's Code of Ethics (2016) is an integral to our service as it guides the ethical principles and professional standards of conduct towards children, families, colleagues, communities, students, employers, educators, and the conduct of research. Our service accepts professional ownership of ECA's Code of Ethics (2016) and formally acknowledges that the ECA's Code of Ethics (2016) provides us with:

- A basis for critical reflection about our ethical responsibilities.
- A guide for professional behaviour.
- Principles to inform individual and collective decision-making.

These standards of professional conduct are supported by, and should be read in conjunction with:

- National Quality Framework document suite as made available through the Australian Children's Education and Care Quality Authority.
- Statement of Philosophy. Operational policies and procedures, which provide a framework for accountable and responsible professional practice.
- Child Safe Standards

The Approved Provider will:

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 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

The Nominated Supervisor will:

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 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 and Child Safe Standards 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 service in relation to continuing improvement.
- Ensure staff are aware of the Child Safe Standards and uphold their implementation within the preschool.

The Educators 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 Child Safe Standards, ECA Code of Ethics and service 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.
- Engage Respectfully and collaboratively with the team
- Ensure a professional relationship is maintained with all educators while demonstrating integrity, honesty and mutual respect.
- Recognise and value diversity and knowledge amongst team members.

The Families will:

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

Supporting documentation:

- Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au
- Early Childhood Australia Code of Ethics 2016
- UN Convention on the Rights of the Child
- Australian Childhood Foundation: www.childhood.org.au
- Office of the Children's Guardian – Child Safe Standards

Review History: Version 6

Management and staff will monitor and review the effectiveness of the Providing a child safe environment Policy every 2 years. Updated information will be incorporated as needed. Families will be invited to provide feedback at each review period.

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| • March 2011 | Policy created to reflect National Regulations 2011 |
| • April 2012 | Policy reviewed |
| • March 2017 | Policy reformatted and reviewed to reflect National Regulations 2017 |
| • September 2018 | Policy reviewed and updated to reflect NQS |
| • September 2020 | Policy reviewed, no changes made |
| • Feb 2022 | Policy reviewed to include the child safe standards and being a child safe organisation |

Legislative Links:

Education and Care Services National Law (Act 2010) 13 (c)

Education and Care Services National Regulations (2011) 168 (2)(i)

Links to National Quality Standards: 4.1; 4.1.1; 4.1.2