***Bexley Jack and Jill Preschool Inc.***

QUALITY AREA 4: STAFFING ARRANGEMENTS

**CODE OF CONDUCT FOR STAFF MEMBERS**

**POLICY:** The preschool 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 the philosophy and policies of *Bexley Jack and Jill Preschool. S*taff will demonstrate high standards of professional conduct at all times in their work with children, families, other staff and the wider community.

**BACKGROUND:** Ethical conduct guides the behaviour and decisions within the preschool and is founded in respect for, and the valuing of children, families, educators, staff and the extended preschool community.

**SCOPE:** This policy applies to all permanent, temporary and casual staff and to volunteers working at the Centre.

**REVELANT LEGISLATION:**

* Education and Care Services National Law Act 2010
* Education and Care Services National Regulations 2011: 168

**LINKS TO NATIONAL QUALITY STANDARD:**

* 4.2.1 Professional standards guide practice, interactions and relationships

**KEY RESOURCES:**

* Australian Children’s Education and Care quality Authority (ACECQA) [www.acecqa.gov.au](http://www.acecqa.gov.au)
* Early Childhood Australia Code of Ethics (2006)
* United Nations Convention on the Rights of the Child (1989)
* Australian Childhood Foundation [www.chilhood.org.au](http://www.chilhood.org.au)

**PRACTICES:**

* Educators and staff will be familiar with the legislation and statutory documents that apply to their role with the children, families and other staff in the preschool.
* Educators and staff will be familiar with the *ECA Code of Ethics* and the preschool philosophy. This will guide conduct and decision making within the preschool.
* Ethical conduct and decision making will occur with reference to legislation and statutory documents and through the process of critical reflection. Decision making processes will be clear and the Director will be accountable for decisions and able to demonstrate how those decisions are made.
* The Nominated Supervisor of the preschool will ensure that 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 preschool 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 the role, responsibilities and obligations combined with collegial practice and collaborative decision making.

**Roles and Responsibilities:**

**The Approved Provider:**

* 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:**

* 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.
* 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 service in relation to continuing improvement.

**Early Childhood Educators/ Certified Supervisors**

* 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 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.

**Families**

* 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.

**Evaluation**

Educators, staff and volunteers in the preschool will conduct themselves in an ethical manner through clear processes in accordance with legislative and statutory guidelines.

**Staff Code of Conduct reviewed October 2015**