

## Staff Code of Conduct

This policy relates to conduct within the preschool.

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

### **Aim**

The centre community 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 service philosophy and policy.

### **Strategies – How Will It Be Done?**

- 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. This will guide conduct and decision making within the 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 clear and the service director/ coordinator will be accountable for decisions and able to demonstrate how those decisions are made.
- The Provided and Nominated Supervisor of the service 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 service 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.

Staff will be focused on their work within the pre school. Personal distractions such as phone calls and texting will be limited to break times, unless there are extenuating circumstances that have been discussed with the director, preferably at the start of the day.





## Evaluation

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

## References:

- Community Child Care Co operative Sample Policy "Staff Code of Conduct"

## Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011

## Sources

- ECA Code of Ethics (2006)
- United Nations Convention on the Rights of the Child (1989)
- Early Childhood Australia [www.eca.com.au](http://www.eca.com.au)

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