



Written By

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Aim

To ensure that the reputation of Bermagui Preschool is maintained at the highest possible standard and that staff, families and Other Preschool stakeholders uphold the highest standards in ethical conduct.

To ensure that practices and behaviours reflect our preschool's philosophy, policies, the professional principles and values of the *ECA Code of Ethics* (2010) and the *United Nations Convention on the Rights of the Child* (1989) These documents provide a basis for critical reflection, a guide for professional behaviour and general assistance with the resolution of ethical dilemmas. The Code of Ethics and *United Nations Convention on the Rights of the Child* should be read in conjunction with this policy.

Scope

This policy relates to conduct within Bermagui Preschool. This policy applies to all families, committee members, other professionals and community members associated with Bermagui Preschool; and all permanent, temporary and casual staff, students and volunteers working at Bermagui Preschool.

Ethical conduct guides the behaviour and decisions within the Bermagui Preschool setting and is founded in respect for, and the valuing of children, families, educators and staff, and the broader community.

Strategies

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 Nominated Supervisor will be accountable for decisions and able to demonstrate how those decisions are made.

The Educators and staff 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.

Strategies**The Approved Provider/Nominated Supervisor will:**

- Ensure that this Code of Conduct Policy is adhered to by all those connected with our preschool.
- Ensure that this policy is available to all staff upon induction and all families upon enrolment at our preschool. The Nominated Supervisor will 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.

Staff will:

- Always be expected to speak professionally about our preschool.
- Be available to families when necessary. This will show families that staff have genuine concern and interest for their child while they attend our preschool. It is not appropriate for staff members to discuss personal matters, other children, or other families, with a family.
- Be positive role models for children and families. Modelling is one of the best ways to instill socially appropriate behaviour in children. Consideration should be given to the tone of voice and language used when interacting with others.
- Show respect and provide professional support and encouragement to their fellow staff members.
- Be positive advocates for Early Childhood in general by having a professional attitude at all times.
- Understand that it is unacceptable for any staff member to use any form of harassment, physical, verbal or emotional punishment when carrying out their duties with children, families, other staff members or other visitors to our Preschool.
- This information is provided to staff during induction and is in our Preschool Policy Manual. A copy of Early Childhood Australia's Code of Ethics is on display in the staff room.
- All staff at Bermagui Preschool agree to:
 - ❖ sign a Workplace Agreement prior to commencement of employment.
 - ❖ abide by the relevant legislation including The Education and Care Services National Regulations 2011 and Children and Young Persons (Care and Protection) Act 1998; and the National Quality Framework for Australia.
 - ❖ abide by the Early Childhood Australia's Code of Ethics 2016 and actively support the Philosophy of the Preschool.
 - ❖ understand and actively implement all the Policies, Workplace Procedures and rules of Bermagui Preschool including those specified in the Constitution/Rules and any others determined by the Approved Provider.
 - ❖ actively implement the duties and responsibilities of the job description relating to each staff member's role.
 - ❖ represent Bermagui Preschool in a positive way.
 - ❖ only discuss confidential information or issues of the Preschool with appropriate people within our Preschool but not with any person outside the organisation unless required by law.
 - ❖ not to smoke, take illegal drugs or consume alcohol immediately prior to or when on duty at the premises.

Strategies

- ❖ resolve any conflicts with other staff, families or members of the Board of Directors using the policy and procedures developed within our preschool (see Feedback, Grievances and Complaints Policy).
- ❖ treat children, families, other staff or members of the Board of Directors or visitors to our Preschool with courtesy, respect and consideration at all times.
- ❖ act positively on complaints showing respect and sensitivity to any issue.
- ❖ strive to build a safe, harmonious, equitable and non discriminatory workplace.
- ❖ value, respect and support the abilities and knowledge of other staff or members of the Board of Directors, children and their families.
- ❖ wear clean, neat clothes appropriate to the type of work to be undertaken and not offensive to the children, families, other staff or members of the Preschool.
- ❖ not share information about preschool children, families or other staff members on social media websites without permission.

Families will:

- Represent and speak about our preschool in a positive way.
- Be available to staff when necessary to have meaningful discussions to benefit the care and education of their child.
- Understand that it is unacceptable for any family member to use any form of harassment, physical, verbal or emotional abuse when interacting with other families, staff members or other visitors to our Preschool.
- Be aware of the Early Childhood Australia's Code of Ethics; abide by our Family Involvement Policy and actively support the Philosophy of our Preschool and our Constitution/Rules.
- Only discuss confidential information or issues of the Preschool with appropriate people within our Preschool but not with any person outside the organisation unless required by law.
- Not smoke within 10 metres of our preschool boundary
- Resolve any conflicts with staff, other families or members of the Board of Directors using the policy and procedures developed within our preschool (see Feedback, Grievances and Complaints Policy).
- Treat children, families, staff, members of the Board of Directors or visitors to our Preschool with courtesy, respect and consideration at all times.
- Be actively involved in building a safe, harmonious, equitable and non discriminatory preschool.
- Value, respect and support the abilities and knowledge of our staff.
- Wear clothing suitable for visiting our preschool which is not offensive to the children, other families, staff or visitors to our preschool.
- Not share information or photos of preschool children, families or staff on social media websites without permission.

Relevant Legislation

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

Resources & References

ECA Code of Ethics (2006)
United Nations Convention on the Rights of the Child (1989)
Early Childhood Australia www.eca.com.au
Links to National Quality Standard: 4.2.1, 6.1
Community Early Learning Australia (www.cela.org.au)

Date Adopted:

October 2020

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