

Document Name	Document Version Number	Review Date
Code of Conduct for Staff members	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	5403	New Policy

### Purpose

Our service 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.

### Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families.

### RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 4: Staffing Arrangement – Standard 4.1, 4.1.1, 4.1.2

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.

### Policy Content

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.

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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.

### Links to Policy

Governance and Management  
Privacy and confidentiality  
Complaints handling

### Links to Procedure

Code of Conduct

### Links to Forms

Complaint form

### References

Australian Children's Education and Care Quality Authority (ACECQA) – [www.acecqa.gov.au](http://www.acecqa.gov.au) ◁ Early Childhood Australia – [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)  
Early Childhood Australia Code of Ethics 2016  
Australian Government Department of Employment – <https://www.employment.gov.au>  
Department of Education and Communities – [www.dec.nsw.gov.au](http://www.dec.nsw.gov.au) ◁  
UN Convention on the Rights of the Child

### Responsibility

Nominated Supervisor

### Document Author

Nominated Supervisor

### Relevant Legislation

Education and Care Services National Law Act 2010: Section 167  
Education and Care Services National Regulations: Regulations 99, 102, 160, 161, 168(2)(m)  
Family Law Act 1975 (Cth), as amended 2011  
Children and Young Persons (Care and Protection) Act 1998

### Associated Records

Nil