

C-4 Staff Professionalism and Code of Conduct

National Quality Standards (NQS)

4.1	Staffing arrangements enhance children's learning and development.
4.1.1	The organisation of educators across the service supports children's learning and development.
4.2	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional standards guide practice, interactions and relationships.
5.1	Respectful and equitable relationships are maintained with each child.
6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	There is an effective self-assessment and quality improvement process in place.
7.2.3	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

Education and Care Services National Regulations

Reg. 82	Tobacco, drug and alcohol-free environment
Reg. 83	Staff members and family day care educators not to be affected by alcohol or drugs
Reg. 84	Awareness of child protection law
Reg. 136	First aid qualifications
Reg. 155	Interactions with children
Reg. 156	Relationships in groups
Reg. 168	Education and care service must have policies and procedures

My Time, Our Place

1.1	Children feel safe, secure, and supported
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Policy Statement

The professional attitude and behaviour of our staff are of utmost importance to the provision of a quality service with a positive reputation in the community, and the standard of care provided for the children and families in the service. We aim to provide clear guidelines to the staff regarding the expectations for professional behaviour and code of conduct at the service.

Related Policies

- Child Protection Policy
- Conditions of Employment Policy
- Communication Policy
- Disciplinary Action Policy
- Grievance Procedures Policy
- Interactions with Children Policy
- Maintenance of Records Policy
- Privacy and Confidentiality Policy
- Professional Development Policy
- Relief Staff Policy
- Staff Orientation and Induction Policy
- Staff Review and Appraisal Policy
- Supervision Policy
- Volunteers/students/visitors Policy
- Work Health and Safety Policy

Procedure

Staff professional code of conduct, duty of care and expectations will be discussed in the initial orientation process of all new staff.

Staff will be made aware of their duty of care and their responsibilities with regards to supervision, health, safety and wellbeing of the children.

Professional behaviour in all areas will be reviewed as part of the ongoing employment of all staff.

The Management Committee, in conjunction with the Director, will immediately address any breach in the professional expectations outlined. If the concern involves the Director, two representatives from the Management Committee will conduct the discussion. All discussions will be recorded, and standard of behaviour and expectations clearly explained. Any further problems will be addressed as per the Disciplinary Action Policy.

Staff will be made aware of the Centre's Philosophy and policies and will be expected to follow these. Should staff have any concerns with the policies they are to raise this with the Director or Committee liaison officer.

Staff will be expected to maintain and improve their skills through participation in staff training and development opportunities. The Committee will ensure that monies are made available in the budget for training.

Staff will be expected to start duties on time.

Staff will be expected to dress appropriately for their duties.

Staff must not attend work under the influence of drugs or alcohol.

Staff must not communicate with children from any of WRBASC programs on social media – it is also highly recommended not to communicate with any parents in any manner that may be detrimental to the reputation of the Centre

Staff will not slander the Centre, it’s employees or families

Staff will not incur any liability on the part of the Centre without authorisation

Staff will carry out all reasonable requests given by the Centre Director, members of the Leadership team or Management Committee with an obligation to ensure all Regulations are being met

Staff will display a high degree of courtesy and respect towards the Centre and its educators, the families and children, to each other as educators and towards the school and local community

Staff should not attend work when they are unfit to do so due to injury or sickness and must inform the Director or Responsible Person as soon as possible.

Staff will use only suitable language that is not offensive to other staff, parents and children.

Staff will be expected to follow confidentiality practices.

Staff will take care of and respect the property and funds allocated by the Centre and ensure all items are treated with care and respect

The Centre is a smoke free zone. Staff may not smoke in or around the building, or in the sight of the children.

Staff will be expected to know and follow the Child Protection Policy. The quality of the service and positive working environment is dependent on positive staff and parent relationships. Staff will follow proper communication procedures as outlined in the Communication Policy.

The maintenance of good teamwork will be an expectation outlined in all job descriptions.

Staff will be given a copy of the ECA (Early Childhood Australia) Code of Ethics and are expected to use the Code to guide their professional practice.

WRBASC Staff Code of Conduct

Code of Conduct	Descriptors
Uphold confidentiality of all children and staff	Staff will not disclose personal information about children, families or employees to anyone. If staff need to debrief about an incident it should be done with another staff member

Flexibility in your area. If there is enough staff in that area already move to another area.	Staff to maintain open lines of communication and be willing to help each other to ensure adequate supervision is maintained
Punctuality	Staff will be ready to start work at their designated shift time. Staff will arrive onsite before their allocated shift time
Be friendly and respect one another	Staff will endeavour to maintain positive working relationships with one another and to help when needed
Appropriate language always used	Appropriate language and behaviour should be used when on site or in uniform
Build rapport with one another so you can effectively communicate at work	Staff should feel comfortable communicating with each other and to bring concerns about the Centre to the appropriate person
Be actively involved with children's activities, observing, programming and implementing	Staff will be involved in activities, role modelling the behaviours we expect from the children
Use the Communication, AC and Incident Register books	Before every shift starts staff will read and sign the Communication book
Be a positive role model for the children. Have an encouraging, uplifting attitude and help guide children's behaviour in a positive way while maintaining professional relationships	Only do and say things that the children can say or do e.g. wear a hat outside, don't sit on the stage, etc.
Do not be judgmental and bias towards parents/families or their decisions on how to raise their children	Staff are here to uphold each family's belief and work with families to care for the children
Maintain a current Working with Children Check	It is the responsibility of the staff member to ensure that they have a current paid working with children check
Maintain personal hygiene; Ensuring that uniform is looking respectable Wearing enclosed footwear Dark pants/shorts Tying back long hair	It is the responsibility of the staff member to ensure that uniforms are freshly laundered and worn correctly, maintain personal hygiene and maintain a professional appearance

Sources

- Early Childhood Australia (ECA) Code of Ethics
- Education and Care Services National Regulations 2011
- Framework for School-Age Care in Australia – My Time, Our Place
- National Quality Standard – Australian Children’s Education and Care Quality Authority
- Privacy Act 1988

Date Endorsed: 3/8/2022

Date of Review: 3/8/2024

Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.200208	<ul style="list-style-type: none"> - Updated NQS - Updated National Regulations - Added MTOP - Updated Related Policies - Added no communications with children or parents on social media in procedure section - Added incur liability or slender the centre in procedure section - Added carry out requests given by Director in procedure section - Added respect to centre, staff and children in procedure section - Added respect property and funds of the centre in procedure section - Updated Sources 	Staff	
v.2.202005	- No changes made		
v.2.201906	<ul style="list-style-type: none"> - Updated links to NQS, National Regulations - Combined Code of Conduct into Professionalism policy - Minor wording changes 	<p>Staff</p> <p>Staff</p> <p>Staff</p>	