

Early Years Services – QA4.1 Code of Conduct

TRIM Reference: D15/42585

Due for Review: 28 February 2023

Responsible Officer: Coordinator Early Years

Purpose

This policy outlines Surf Coast Shire Council's commitment to support the delivery of effective positive interaction between staff, educators and families to facilitate the implementation of an effective service.

This *Code of Conduct* is to ensure that Surf Coast Shire Council Early Years Services staff, Family Day Care educators, students and volunteers provide the highest quality of services to families and children through conducting themselves in a manner that is ethical, consistent, respectful, responsible and maintaining confidentiality at all times.

Policy Principles

Evidence of link to National Quality Standards: 4.2, 7.3.5
Evidence of link to Education & Care Services National Regulations: 168 (2) (i)
Maternal and Child Health Service Program Standards 2019
Maternal and Child Health Service Guidelines 2019
Victorian Children's Services Regulations 2020

Scope

This policy applies to all Surf Coast Shire Council Early Years Services staff, Family Day Care Educators, students and volunteers.

Policy

The *National Convention of Rights of the Child 1989* and *The Early Childhood Australia (ECA) Code of Ethics* are supported by Surf Coast Shire Council Early Years Services.

Surf Coast Shire Council Early Years Services Code of Conduct is consistent with the broader Surf Coast Shire Council Code of Conduct

Surf Coast Shire Council Early Years Services will ensure that all Early Years Services staff, Family Day Care educators, students and volunteers are aware of and adhere to both the *Surf Coast Shire Council Code of Conduct* and the *Child Safe Standards*.

Code of Practice

Surf Coast Shire Council Early Years Services will:

- Act with integrity and honesty.
- Use collaborative practices and effective open communication to ensure cooperative practices are in place.
- Maintain a family centered approach.
- Deliver services in a professional manner in line with current educational research and reform.
- Deliver services in a professional manner in line with current medical research and development (Maternal and Child Health).
- Use inclusive practices and act in a way that is respectful to all stakeholders.
- Treat all information confidentially.
- Continuously develop innovative service delivery.

Code of Behaviour

Surf Coast Shire Council Early Years Services will:

- Adhere to the Surf Coast Shire Council Code of Conduct and the Child Safe Standards.
- Adhere to The Early Childhood Australia (ECA) Code of Ethics and Code of Ethics for Nurses in Australia.
- Interact with children, families, the community, other educators and Surf Coast Shire Council staff in a polite and courteous manner.
- Ensure all Surf Coast Shire Council Early Years Services Policies and Procedures and Work Instructions are adhered to.
- Ensure confidential discussions and information is consistent with the Surf Coast Shire Council and Early Years Services policies and procedures; and responsive to the relevant legislative requirements.
- Use appropriate and inclusive language when speaking with children, families, other educators and staff.
- Recognise and respect diversity and cultural difference. Culture provides a source of identity, a framework for interpreting the world and a basis for belonging; this will be reflected in the environment and program provided for children and their families.
- Provide a welcoming, inclusive and safe environment for all people associated with the service.
- Encourage open communication between all children, families, educators and staff.
- Refrain from bringing the service and Council into disrepute by public criticism of Council, fellow educators, staff and families.
- Act in accordance to the Social Media for Employee policy and refrain from commenting on social media which could bring the service and Council into disrepute by public criticism of Council, fellow educators, staff and families.
- Within the context of line management accountability, be impartial in reaching decisions and be prepared to accept the responsibility associated with that decision.
- Act in accordance with Council policy, Equal Opportunity legislation, Occupational Health and Safety legislation and the various legislation, standards and policies that apply to Surf Coast Shire Council Early Years Services.
- Observe the Surf Coast Shire Council lines of responsibility and accountability, and raise all concerns, issues, problems with the appropriate team member as soon as possible.

Definitions

Not Applicable

Related Procedure

Nil.

References

Related Surf Coast Shire Council and Early Years Services Policies

D16/75844	Child Safe Organisation Policy
D14/28683	Early Years Access and Inclusion Policy and Procedure
HR24	Code of Conduct
HR05	Equal Employment Opportunity and Work Place Behaviours Policy
HR07	Grievance and Disciplinary Procedures
IS-005	Social Media for Employees
MPP006	Complaints Handling Policy
HR04	Harassment Policy
MPR002	Contractor Confidentiality Agreement

Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

D15/77592	Family Day Care Educator Breach of Agreement Action Plan Form
D15/77600	Surf Coast Shire Family Day Care Service Educator Agreement

Other References

The Early Childhood Australia (ECA) Code of Ethics
The National Convention of Rights of the Child 1989
Education and Care Services National Law 2010
Education and Care Services National Regulations 2011
ACECQA National; Quality Framework Resource Kit 2011
Childcare Service Handbook (Department of Education)
Victorian Early Years Learning and Development Framework
Early Years Learning Framework for Australia
My Time, Our Place.
Victorian Children's Services Regulations 2020
Maternal and Child Health Service Program Standards 2019
Maternal and Child Health Service Guidelines 2019

Document History

Version	Document History	Approved by – Date
1	Approved	General Manager Culture and Community – 1 April 2014
2	Amended/Reviewed	Manager Aged and Family – 23 June 2017
3	Amended/Reviewed	Manager Community Strengthening – 18 January 2019
4	Amended/Reviewed	Manager Community Strengthening – 22 May 2020
5	Amended/Reviewed	Manager Community Strengthening – 31 August 2021