

EARLY YEARS POLICY

Early Years Services Code of Conduct	Policy No:	QA 4.1
	Document No:	D15/42585
	Approved Date:	1 April 2014
	Approved By:	Manager Aged and Family
	Review Date:	22 November 2021
Responsible Officer:	Coordinator Early Years	
Authorising Officer:	Manager Community Strengthening	

1. Purpose

This policy exists 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.

2. Scope

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 2009

3. Application

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

4. Definitions

Not applicable

5. 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*.

5.1 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 centred 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.

5.2 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.

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Position Description	Human Resources	Dispose of seven years after conclusion of action.	Council Offices
Employment Contract	Human Resources	Dispose of seven years after conclusion of action.	Council Offices
Family Day Care Educator Agreement	Records	Dispose of seven years after conclusion of engagement of FDC provider.	Off-Site
Family Day Care Educator Breach of Agreement Action Plan (Form)	Records	Dispose of seven years after conclusion of engagement of FDC provider.	Off-Site

7. Attachments

Not applicable

8. References

Related Surf Coast Shire Council and Early Years Services Policies

D16/75844 Child Safe Organisation Policy

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
D14/28683 Early Years Access and Inclusion Policy and Procedure

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 2009.
Maternal and Child Health Service Program Standards 2019
Maternal and Child Health Service Guidelines 2019

Approval Date:	01/04/2014	Approved by:	General Manager Culture and Community
Amendment/Review 1:	23/06/2017	Approved by:	Manager Aged and Family
Amendment/Review 2:	18/01/2019	Approved by:	Manager Community Strengthening
Amendment/Review 3:	22/05/2020	Approved by:	Manager Community Strengthening
