

Code of Conduct

Our Code of Conduct aims to provide a framework for all employees of Kardinia Childcare and Kindergarten to ensure an understanding of the standards of conduct and behaviour expected at all times. It provides assistance and guidance on how to best support children and how to avoid or better manage difficult situations. The Approved Provider, Nominated Supervisor, educators, staff members, volunteers, and students will maintain the following ethical conduct ideologies at all times, and demonstrate positive interactions within the Service and the local community:

1. Commit to our Service philosophy and values, including the promotion of principles of the NQF and best practice in early childhood education, in partnership with our families.
2. Effective, open and respectful two-way communication and feedback between employees, children, families and management.
3. Honesty and integrity in all interactions with children, families, employees and managers.
4. Consistency and dependability in all exchanges with children, families, employees and managers.
5. Commitment to a workplace that values and promotes the safety, health, and wellbeing of employees, volunteers, children and families.
6. Commitment to an Equal Opportunity workplace and culture that values the knowledge, experience, and professionalism of all employees, team members, and managers, and the diverse heritage of our families and children.
7. Perform all duties to the best of your ability.
8. Be accountable for every aspect of your performance and behaviour.
9. Effectively and efficiently follow all reasonable instructions and requests from management.
10. Be courteous and responsive in all interactions with colleagues, visitors, students, and the community.
11. Be mindful of your duty to the safety of yourself and others.
12. Promote a collaborative and collegial workplace by contributing to a positive work environment in which all can contribute to ongoing personal and professional development.

THE APPROVED PROVIDER, NOMINATED SUPERVISOR, EDUCATORS, STAFF MEMBERS AND VOLUNTEERS WILL:

- Ensure their work is carried out professionally, cautiously and efficiently. They will act in a professional and respectful manner at all times whilst at work, giving their full attention to the Service responsibilities and adhering to all Service policies, procedures, laws and regulations.
- Adhere to all lawful directions, retaining the right to question any direction that they consider to be unethical. If uncertain they can seek advice from the Nominated Supervisor, Approved Provider or the Ombudsman.
- Consider all relevant facts and make decisions or take actions fairly, ethically, consistently and with appropriate transparency. If they are uncertain about the appropriateness of a decision or action they will consider:
 - Whether the decision or conduct is lawful
 - Whether the decision or conduct is consistent with our policies and objectives
 - Whether there will be an actual, potential or perceived conflict of interest involving obligations that could influence the business relationship, or conflict with business duties
- Comply with our Privacy and Confidentiality Policy when dealing with confidential information and records.
- Report (suspected) breaches of the code of conduct to a manager in writing.
- Report any suspicious behaviour to the Nominated Supervisor or Approved Provider and encourage and actively support a safe and supportive Service environment.
- Include children and families in the decision making process.
- Refrain from developing close personal relationships with children or their families outside work.
- Refrain from using abusive, derogatory or offensive language.

THE APPROVED PROVIDER AND NOMINATED SUPERVISOR WILL:

- Exercise leadership by working with your staff to implement performance and development processes that are consistent with the employee's conditions of employment.
- Provide ongoing support and feedback to your staff.

- Establish systems within your area of responsibility which support effective communication and consult with and involve your staff in appropriate decision-making.
- Take appropriate action if a breach of the Code of Conduct may have occurred.

THE APPROVED PROVIDER, NOMINATED SUPERVISOR, EDUCATORS, STAFF MEMBERS AND VOLUNTEERS WILL NOT:

- Engage in conduct that is detrimental to the professional standing of our Service, is improper or unethical, is an abuse of power, or harasses, discriminates against, victimises, humiliates, intimidates, or threatens other educators, staff members, volunteers, or visitors at the Service, either directly or indirectly via information technology such as email, text or social media. Additionally they will not support those who do this.
- Accept an offer of money, regardless of the amount.
- Seek or accept a bribe.
- Acquire personal profit or advantage because of their position (e.g. through the use of Service information).
- Exchange any property of the Service for own use unless properly authorised.
- Approach other employees, managers or visitors directly on individual matters that are irrelevant to them.
- Engage in any action in breach of our Privacy and Confidentiality Policy, including but not limited to disclosure of confidential Service or customer information, or the improper or illegal use of that confidential information. Authorised persons will only access confidential information for the purpose intended.
- Engage in or support any action in breach of Service policies and/or procedures.
- Drink alcohol or use illicit substances on the Service's premises, or come to the Service under their influence.
- Smoke on the Service's premises including in the car park.
- Show preferential behaviour towards any child.

FAMILIES, VISITORS AND CHILDREN WILL:

- Treat all children at the service equally and respectfully.
- Report any suspicious behaviour to the Nominated Supervisor or Approved Provider and encourage and actively support a safe and supportive Service environment.

- Respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background.
- Refrain from bullying, harassing or discriminating against any child or adult at the Service.
- Respect the decisions of educators and staff members and teach children (if adults) to do likewise.
- Tell an Educator (if a child) or the Approved Provider or Nominated Supervisor if witness to any instances of bullying, harassment or discrimination at the Service.
- Cooperate and follow classroom rules.
- Listen to educators' instructions and follow them.
- Control emotions and calmly talk to an Educator (if a child) if we are feeling upset.
- Speak to an Educator (if a child) or the Approved Provider or Nominated Supervisor if worried, concerned, or have a grievance about something.

FAMILIES, VISITORS AND CHILDREN WILL NOT:

- Drink alcohol or use illicit substances while on the Service's premises or come to the Service under their influence.
- Smoke on the service's premises including in the car park.
- Remove a child from the premises without advising a staff member.

ACKNOWLEDGMENT

<i>I have read and understood the service's code of conduct and agree to abide by its terms and conditions at all times.</i>			
NAME		DATE	
POSITION		SIGNATURE	