



Emmerick Street Community Preschool

15 Emmerick Street,

Lilyfield

Policy

Policy Name:	CODE OF CONDUCT – STAFF, STUDENTS AND VOLUNTEERS
Policy Number:	QA 4 001
Quality Area:	4: STAFFING ARRANGEMENTS
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1. Background

At Emmerick Street Community Preschool, we believe in maintaining an inclusive and welcoming environment and workplace that motivates and facilitates personal growth and development for staff and educators. The values that underpin our work ethic include equality, respect, integrity, and responsibility.

2. Aim

We aim to establish a common understanding of work place standards and ethics expected of all employees of the Service. We aim to ensure positive working relationships are formed between all educators and management, promoting dignity and respect by avoiding behaviour which is or may be perceived as harassing, bullying or intimidating. Educators and Management will at all times conduct themselves in an ethical manner and strive to ensure that all interactions are positive and respectful and are in accordance with the Preschools' philosophy.

3. Practices

The Nominated Supervisor will:

- Provide staff, volunteers and students on practicum placements a copy of the code of conduct policy to read and sign as an indication of their agreement to abide by this policy.

Educators and Staff will:

- On commencement of employment and read and sign a copy of the code of conduct policy as an indication of their agreement to abide by it.

Students and Volunteers will:

- On commencement of employment read and sign a copy of the code of conduct policy as an indication of their agreement to abide by it.

The Approved Provider, Nominate Supervisor, Educators, Staff, Volunteers and Students will:

- Use the following behaviour guidelines to guide their behaviour and decision making:

3.1. Expectations of Leadership and Management

Managing conflict in the workplace:

- Management will remain objective and impartial when managing conflict in the workplace.
- Management have a responsibility to address a possible breach of the code of conduct by any employee as soon as they are aware of the breach.
- Allegations will be investigated and can result in remedial action, or disciplinary action ranging from a caution to dismissal.
- Management will consider all relevant facts and make decisions or take actions fairly, ethically, consistently, and with 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 Service 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.

The Nominated Supervisor will:

- Promote a collaborative and interconnected workplace by developing a positive working environment where all employees can contribute to the continuous improvement of the Preschool.
- Promote leadership by working with employees and providing opportunities for professional development and growth.
- Keep employees informed about essential information and changes and make documents readily accessible to them.
- Model professional behaviour at all times.
- Implement supportive and effective communication systems, consulting employees in appropriate decision making.
- Take appropriate action if a breach of the code of conduct occurs.
- Give encouragement and provide constructive feedback to employees, respecting the value of different professional approaches.

3.2. Expectations of Approved Providers (Management Committee)

Management Committee Members will:

- Attend committee meetings regularly and take an active part in meetings
- Work as a team with your committee members to make joint decisions and work towards shared goals, whilst making sure you act independently in your views and voting, actively supporting decisions of the committee as a whole.
- Always put the organisation's interests above your own personal interests
- Declare any interest to the President/chairperson in any matter that could affect your income or other activities and be prepared to stand aside for votes or discussion when there is a direct or indirect conflict of interest
- Maintain the confidentiality of children, families, staff and the committee at all times
- Ask reasonable questions to help make informed decisions
- Show respect to fellow committee members and listen to their point of view
- Ensure all issues relating to the staff are passed onto the Director to address
- Not make decisions without appropriate discussion/voting by committee
- Maintain privacy and confidentiality of all committee decisions
- Assist and support the Director and staff whilst maintaining objectivity
- Be prepared to resign if a disagreement with the majority of the committee is significant enough, rather than undermining the decision or the committee.

3.3. Expectations of Employees

Employees will:

- Ensure their work is carried out proficiently, harmoniously, and effectively.
- Act in a professional and respectful manner at all times whilst at work.
- Adhere to all service policies, procedures, laws, regulations, and National Quality Standards.
- Be courteous and responsive when dealing with colleagues, students, visitors, children and families.

- Work collaboratively with colleagues.
- Implement a duty of care towards themselves and others.
- Be positive role models and respect the rights of all children for children at all times.
- Maintain the confidentiality about each children and families at all times.

Reporting a breach in the code of conduct:

- All employees are required by law to undergo a Working with Children Check, which is verified by the employer.
- All employees must abide by the Child Protection Policy and Procedures.

Adhering to service confidentiality:

- Unless authorised to do so by legislation, employees must not disclose or use any confidential information without appropriate approval.
- All employees are to ensure that confidential information is not accessed by unauthorised people.
- Employees will adhere to the Privacy and Confidentiality Policy.

Babysitting or Nannying:

- The Preschool does not provide babysitting services outside normal operating hours.
- Employees are not permitted to undertake private babysitting/nannying arrangements with families of currently enrolled children.
- The Preschool will not take responsibility for any health and safety issues, conduct, grievances, or any other claims arising out of the staff member's private arrangements outside of the Service hours.
- Any other out-of-hours work arrangements must not interfere with the staff member's employment at the service.
- All staff are bound by contract to the Privacy and Confidentiality Policy, where they are unable to discuss any issues regarding the Service, other staff members, parents/families or other children.

Record keeping:

- Employees and Management will maintain full, accurate, and honest records as required by national regulations.
- Approved providers and nominated supervisors have a responsibility to ensure that employees comply with their record keeping obligation outlined in the Record Keeping and Retention Policy.

Duty of care:

- Management and employees have a responsibility to take reasonable care for the health and safety of themselves and others at the workplace to enable compliance with the work health and safety legislation.
- Duty of Care relates to both physical and psychological wellbeing of individuals.
- Management and employees must take reasonable care for the safety and welfare of children and young people in their care. This includes taking all reasonable action to protect children and young people from risk of harm that can be reasonably predicted.

Social media:

- Staff members that have a personal facebook account are not permitted to post any negative comments relating to the Service, children, colleagues, or families.

- Staff members are to use their own personal discretion when adding a family of the Service as a 'friend' on Facebook. The Preschool does not permit staff adding current families of the Preschool, as they will be seen still as a representative of the Preschool and held to the Preschool's Code of Conduct on all posts on their private 'wall' if families have access.
- Families are asked in our to respect that staff may have a personal policy on adding families due to their professional philosophy and that the Preschool does not permit staff to have families as friends on their private account.
- Staff members are not permitted to request the 'friendship' of current families at the Preschool on social media.

Use of alcohol, drugs, and tobacco:

- Smoking is NOT permitted in or on surrounding areas of the Preschool.
- It is expected that the odour of cigarette smoke will not be detected on an employee's clothing. If an employee is found smoking on the premises, that employee may be terminated. Our Preschool supports the Smoke Free Environment Act 2000. The company and its employees will follow all conditions outlined in this act.
- Alcohol, drugs, or other substance abuse by employees can have serious adverse effects on their own health and the safety of others. As such, all employees must not:
 - Consume alcohol nor be under the influence of alcohol while working,
 - use or possess illegal drugs in the workplace,
 - drive a vehicle, having consumed alcohol or suffering from the effects of illegal substances, or
 - bring any illegal drugs onto the premises.
- If a co-worker suspects a colleague to be affected by drugs or alcohol, they must inform the Nominated Supervisor immediately. No employee will be allowed to work under the influence of drugs or alcohol.
- Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this to the Nominated Supervisor.
- All issues pertaining to these matters shall be kept strictly confidential. A breach of this policy may initiate appropriate action including the termination of employment.

Dress code:

- All employees must adhere to the following uniform/dress code:
 - Enclosed shoes must be worn at all times (strictly no high heels, thongs or ugg boots).
 - Clothes must be suitable for free movement, active play, and messy play.
 - No offensive logos or political statements are to be displayed on clothing.
 - Clothes must be neat, clean and tidy.

Personal Hygiene:

- All employees are to adhere to the following standards:
 - Long hair is to be clean and neat. Ensure hair does not hang in your eyes.
 - Makeup is to be natural.
 - Fingernails are to be clean and well groomed.
 - Employees will follow appropriate oral hygiene practices.
 - An appropriate deodorant/antiperspirant will be worn.
 - Chewing of gum is not permitted.

Personal phone calls/mobile phones:

- Employees are not authorised to use the Preschool's phones for personal reasons unless in the case of an emergency.

- No personal mobile phones are to be used for personal calls during rostered work hours.
- No personal mail or deliveries should be directed to the Service unless prior approval has been granted by the Nominated Supervisor/management.
- Educators and staff are not to contact families or children of the Service using personal phones or email addresses for any reason.

Preschool email address:

- Preschool email is to be used only for company usage, not for private communications.
- Passwords and access privileges are strictly confidential and to be used only by the educator issued with that access, or persons delegated to know and use that access in the normal course of operation.
- It is the responsibility of the authorised user to take fair and reasonable steps to ensure the passwords and other forms of access are kept confidential.

Dismissal

All staff members are made fully aware that the following breaches of the Code of Conduct and role responsibilities may lead to termination of employment:

- Reporting to work under the influence of alcohol or drugs.
- Refusal to complete required additional training.
- Possessing or selling drugs at the Service.
- Immoral, immature, or indecent conduct while at the Service.
- Inappropriate use of company equipment and/or resources.
- Refusing to work as reasonable directed.
- Possessing a dangerous weapon whilst at the Service.
- Bringing disrepute to the Service.
- Causing disruption or discontent in the relationship between a family and the Service.
- Disclosure of confidential information.
- Falsifying documentation.
- Associating with families without disclosing this information with management.
- Taking, abusing, defacing, or destroying company property.
- Interfering with work schedules.
- Falsification of reports, documents, or wages information.
- Failure to report for work without notice or walking off the job.
- Failure to follow policies and procedures.
- Vulgarity or disrespectful conduct to families, management or colleagues.
- Making or publishing false, vicious, or malicious statements about any employee of the Service, or the Preschool.
- Failure to hand in lost property (this is regarded as stealing): Lost property is to be handed to the Nominated Supervisor.

Disciplinary Action

All staff members are made fully aware that continued abuse of the following may result in disciplinary action. These include, but are not limited to the following:

- Unauthorised absence.
- Consistent or ongoing late arrivals and/or unauthorised extended breaks.
- Having personal visitors whilst on shift.
- Continued personal phone calls.
- Using a personal mobile phone whilst on rostered shift.
- Unauthorised distribution of Preschool’s resources or materials.
- Consistent or ongoing poor work standards.
- Carelessness in the performance of duties.
- Consistent or ongoing low level of enthusiasm.
- Lack of personal cleanliness and hygiene.
- Failure to report health, fire, or safety hazards.

Relevant Legislation

Education and Care Services National Law (Act 2010) 13 (c)
 Education and Care Services National Regulations (2011) 168 (2)(i)
 Links to National Quality Standards: 4.1; 4.1.1; 4.1.2
 NSW Public Health Act 2010

Sources

Early Childhood Australia Code of Ethics www.earlychildhoodaustralia.org.au; Early Childhood Australia www.eca.com.au
Anti-Discrimination Act: See <https://raisingchildren.net.au/disability/disability-rights-the-law/law/anti-discrimination-laws> for Acts for specific Australian states and territories.
 Australian Children’s Education & Care Quality Authority. (2014).
 Early Childhood Australia Code of Ethics. (2016).
Fair Work Act 2009 (Cth).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Framework. (2018).
Ombudsman Act 2001 (Cth).
Privacy and Personal Information Protection Act 1998 (Cth).
 Revised National Quality Standard. (2018).
Work Health and Safety Act 2011 (Cth).
Workplace Relations Act 1996 (Cth).

CODE OF CONDUCT AGREEMENT

I have read and understood the Services Code of Conduct and agree to abide by the provisions set out in the Code of Conduct at all times. Failure to do so may lead to disciplinary action or dismissal.

NAME		SIGNATURE	
POSITION		DATE	