

<b>Policy Document No:</b>	ELC32
<b>Category:</b>	Early Learning
<b>Topic:</b>	Staff Code of Conduct



**Date of Issue:** February 2012

**Last review date:** July 2017

## Considerations

**Philosophy:** Mount Scopus Memorial College promotes the right for quality care; a harmonious, warm and positive environment; effective communication with parents.

**Children's needs:** Children require a harmonious, warm and positive environment; appropriate role models for positive interactions. They need to be seen and treated as competent and capable learners with entitlements and rights

**Parent's needs:** To maintain positive relationship with staff based on mutual trust and open communication

**Staff needs:** A harmonious, warm and positive working environment.

**Management needs:** A safe and healthy workplace, employees' co-operation in following professional ethical responsibilities

## Background and Legislation

*National Regulations*, regulation 168 (2.i), 170,171

*Early Childhood Australia's Code of Ethics 2006*

[http://www.earlychildhoodaustralia.org.au/pdf/code\\_of\\_ethics/code\\_of\\_ethics\\_%20brochure\\_screenweb\\_2010.pdf](http://www.earlychildhoodaustralia.org.au/pdf/code_of_ethics/code_of_ethics_%20brochure_screenweb_2010.pdf)

*Guide to the National Quality Standard*, elements 4.2.1, 4.2.3, 7.3.5

*National Privacy Principles* – [www.privacy.gov.au/act/index.html](http://www.privacy.gov.au/act/index.html)

## Policy Statement

The aim of this policy is to assist the staff and parents in working together in harmony. It is to be read in conjunction with the College's Human Resources [Respectful Workplace Policy \(HR36\)](#), [Staff Dress code Policy \(HR35\)](#), [Code of Conduct \(ED41\)](#), and [Children Protection Policy \(ED34\)](#).

*Our Early Learning Centres* support staff to demonstrate high standards of professional conduct at all times in their work with children, families, other staff and the wider community.

### RATIONALE:

It is important that staff practices and behaviours reflect the professional principles and values of the early childhood sector and those of the general wider community.

**SCOPE:** This policy applies to all permanent, temporary and casual staff at Szalmuk Family Early Learning Centre and Fink Karp Ivany Early Learning Centre.

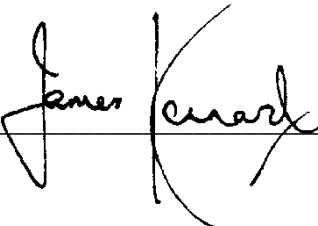
All staff at Mount Scopus Memorial College Early Learning Centres agree to:

- Abide by the relevant legislation including *Education and Care Services National Regulations (2011)* and *Children and Young Persons (Care and Protection) Act 1998*

- Abide by the *Early Childhood Australia's Code of Ethics 2006* and actively support the philosophy of the Centre
- Understand and actively implement all the policies, procedures and rules of the Centre
- Represent the Centre in a positive way
- Only discuss confidential information or issues of the Centre with appropriate people within the Centre but not with any person outside the organisation, unless required by law
- Not to smoke, take illegal drugs or consume alcohol immediately prior to or when on duty on the premises
- Resolve any conflicts with other staff using the policy and procedures developed within the Centre
- Treat children, families, other staff or visitors to the Centre with courtesy, respect and consideration at all times
- Act positively on complaints and provide services to the best of their ability
- Strive to build a safe, harmonious, equitable and non-discriminatory workplace
- Value, respect and support the abilities and knowledge of other staff, children and their families
- Wear clean, neat clothes professionally appropriate to the type of work to be undertaken and not offensive to the children, families, other staff or members of the Centre

Note: It is unacceptable for any staff member to use any form of harassment, physical, verbal or emotional punishment when carrying out their duties with children, families, other staff members or other visitors to the Centre.

Approved by the College Principal:



A handwritten signature in black ink, appearing to read 'James Kerack', is written over a horizontal line. The signature is stylized and cursive.

Date: July 2017