

8.9 Apply the Code of Conduct

Policy Statement

The Service expects that all employees conduct themselves in a manner that is consistent with a high standard of professionalism and ethical practice. Employees are expected to demonstrate a behaviour that reflects a positive and professional attitude of their work, the service and the children and families accessing the Service. The Code of Conduct provides an illustrated expectation of the standard of behaviour expected of all employees.

The Approved Provider also recognises their duty to comply with *Education and Care Service Regulations 2011* (168 (2)(i)).

Related Policies

- 8.1 – Role and Expectations of Educators
- 8.3 – Recruitment and Employment of Educators
- 8.5 – Volunteers
- 8.10 – Employee Orientation and Induction.

Auxiliary Documents

- 8.9.1 – Employee Code of Conduct
- 8.9.2 – Code of Conduct for Interacting with Children and Young People

Roles and Responsibilities

Approved Provider	<ul style="list-style-type: none">• To establish a Code of Conduct of the Service's employees• Ensure all employees are communicated and supported to meet the expectations of the Code of Conduct• Investigate instances where the Code of Conduct has not been upheld by employees.
Nominated Supervisor	<ul style="list-style-type: none">• Orientate staff to the Service's Code of Conduct when beginning employment• Monitor Educator and staff behaviour, guide reflection of the Service's expectation for employees and respond in instances where there are concern about employee conduct• Model appropriate standards of behaviour• Advise the Approved Provider of concern or allegations of employees not meeting the Code of Conduct
Responsible Person in Charge	<ul style="list-style-type: none">• Monitor Educator and staff behaviour and respond to instances of concern about employee conduct, following reporting guidelines• Model appropriate standards of behaviour• Advise the Approved Provider of concern or allegations of employees not meeting the Code of Conduct
All Staff	<ul style="list-style-type: none">• Monitor the behaviour of peers, report any concerns identified• Ensure behaviour is consistent with the expectations of the Code of Conduct

Procedures

1. Employees will be provided with a copy of the service's Code of Conduct prior to commencing employment.
2. Employees will read acknowledge understanding and commitment to the Code of Conduct.
3. Employees shall be expected to consistently uphold the agreement during their employment with the service.

4. The Nominated Supervisor will be responsible for monitoring and immediately addressing concern of educator and volunteer conduct.
5. Issues relating to educator conduct will be notified to the Approved Provider in writing.
6. Staff with concern about a manager's (Nominated Supervisor) conduct are encouraged to communicate directly with the Approved Provider.
7. Breaches to the Code of Conduct shall be taken seriously. Allegations of breaches of the Code of Conduct by employees will be managed through the disciplinary policies (8.19 and 8.20), which may result in action taken by the Approved Provider up to and including termination.
8. Any updates to the Code of Conduct will required to be acknowledged by all staff, as outlined in item 2.

Relevant Laws and Provisions

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011*
- *Work Health and Safety Act 2011 and Regulations 2011*
- *National Quality Standard, Quality 2 – Children's health and safety; 3 – Physical environment; 4 - Staffing arrangements; 5 - Relationships with children; 6 - Collaborative partnerships with families and communities; and 7 – Governance and leadership*

ECEC Regulation Compliance

- *Education and Care Services National Regulations 97 and 168(2)(e)*

Policy Controls			
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