

## POLICY

### POLICY 40: CODE OF CONDUCT

#### OVERARCHING PERSPECTIVE:

**Perspective:** People and Process  
**Policy:** Code of Conduct

#### POLICY:

Sunbury Community Health is the approved provider of the program and ensures the residents of the catchment area have high quality, culturally sensitive, efficient and effective community based services in a timely manner.

#### MISSION:

Sunbury Community Health's mission is to build the social fabric of our communities through programs that help people support themselves and each other.

#### VALUES:

##### **It takes a village...to belong and grow**

Our community is stronger when everyone finds belonging. We believe there is strength and wisdom in diversity. We believe that everyone has unique abilities and something to contribute. We believe that learning and growth continues over a lifetime. We will be in the community, supporting community to create opportunities for all to learn, grow and belong.

##### **Passionately engaged...with our community and each other**

We are passionately engaged with people to support each other and build community. We are enthusiastic about what others can achieve. We genuinely care. We encourage and inspire each other. We celebrate together.

##### **We do the right thing...not just the easy thing**

We are serious about our moral and social responsibility to do the right thing. We are transparent and honest. We take responsibility for our actions. We strive to get it right, even when the right way isn't clear. We don't take short-cuts. We consider and plan our actions.

##### **We make things happen...we get things done**

We seek out opportunities. We ask *why?* and *why not?* We innovate. We learn from our successes and mistakes. We work *hands-on* and get things done. We pitch in and go the extra mile.

#### SCOPE:

This document is applicable to all Educators and Coordination Unit Staff of Our Village Family Childcare Service.

## **RATIONALE:**

To provide the standards of behavior that is expected when working as an Educator or as an employee of the Sunbury Community Health (SCH) and that these standards reflect the values of the organisation through their own behavior in their work and associated activities.

## **PROCESS:**

### **All Educators and Coordination Unit Staff will:**

- Be truthful, fair and consistent in our dealing with the public, families, other Educators and staff
- Be positive and enthusiastic in how we work together and aim to offer continuous improvement
- Model appropriate behaviours
- Respect confidentiality at all times
- Acknowledge and support differences that Educators and staff bring to the program
- Be innovative by being creative and prepared to change our work in response to evidence and shared decisions
- Ensure safe and healthy (physical and physiological) working conditions for ourselves and others
- Provide a responsive, effective and efficient service to the community
- Maintain appropriate confidentiality in all interactions between Educators, Coordination Unit Staff, families and children.
- Use all resources in a proper manner including:
  - Not make improper use of inside information or
  - Use their duties, status and power of authority in order to gain or seek to gain a benefit or advantage for them or any other person
- Comply with all regulations, policies, procedures and legislative requirements
- Disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connections with their position
- Comply with the terms and conditions of their positions descriptions for staff and the Educator Agreement for Educators
- Observe safe work practices so as not to endanger themselves or others

**The practices underpinned by these values are detailed in, but not limited to, the following documents:**

- Educator Participation Agreement
- Staff Position Descriptions
- Educator Position Description
- Service Policies and Procedures
- Dealing with Complaints Policy
- Child Protection Protocol
- Orientation Training for new Educators
- Educator and Staff Ongoing Professional Development
- Education and Care Services National Quality Standards, 2011
- SCH Code of Conduct for Staff (see Appendices)
- The Code of Ethics as developed by the Australian Early Childhood Association (see Appendices)

## **APPENDICES:**

Early Childhood Australia . Code of Conduct

**DEFINITIONS:**


**REFERENCES:**

- Education and Care Services National Regulations 2011, part 2.2 Service approvals, Regulation 29, Regulation 168

**RELATED DOCUMENTS:**

Interactions with Children & Guiding Children's Behaviour - 19  
 Child Safe Environment & Child Protection . 7  
 (SCH) Child Abuse Protection & Reporting Work Instruction

*This box to be completed after final draft has been approved.*

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